



Derbyshire Constabulary

Job Description

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RESPECT

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Closing Date	Midday, Thursday 20th August 2015
HR Service Centre Contact	Claire Philbin Tel: 733 1001, Ext: 0300 330 1330
Role Title	Forensic Case Management Officer
Grade and Salary	E, £18,933 - £23,790 Successful applicants would normally be appointed on the bottom of the salary grade. Exceptions may apply.
Hours	37 hours per week Monday - Sunday
Suitable for job share or part time	Yes
Department or Division	Forensic Analytical Services Team (F.A.S.T.)
Location	Arrow Centre Nottinghamshire
Post Reports to	FCMU Supervisor
Other Considerations	<p>This post will service a 5 force collaboration of Derbyshire, Lincolnshire, Leicestershire, Northamptonshire and Nottinghamshire.</p> <p>Normal working days are Monday to Sunday but there will be the requirement to work flexibly to meet operational needs.</p> <p>All successful applicants will be required to submit themselves for drug and alcohol testing in line with the Force's Drug and Alcohol Policy.</p> <p>Please note that, due to the nature of security checks undertaken, applicants must have 3 years' continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.</p>

Please note that applicants who are currently or who may be in the future subject to the terms and conditions of the Re-organisation, Redeployment and Redundancy policy (internal Police Staff policy) will be prioritised in the process should they choose to apply.

EQUALITY COMMITMENT

Derbyshire Constabulary is committed to equality and welcomes applications from suitably qualified people from all sections of the community in an effort to reflect the diversity of the community we serve. As part of this commitment, all applicants with a disability who meet the essential criteria for any police staff post will be invited to interview.

Derbyshire Constabulary has been awarded the Work Life Balance standard and can offer a range of benefits including a final salary pension scheme, flexible working and childcare vouchers.

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Purpose and Description of Role:

To work within the newly formed FAST Forensic Case Management Unit for the provision of high quality and cost effective external and internal case management service across all areas served by the East Midlands Special Operations Unit - Forensic Services.

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Specific Role Responsibilities:-

- To provide accurate and up to date advice to submitting officers in respect of forensic submissions to external forensic service providers and internal units.
- To screen written GF111 and MG21 submissions ensuring that value for money and effective examinations are prioritised in accordance with the requirements of the case/operation and are compliant with submission policies and procedures, prior to authorising submissions.
- To liaise with external and internal service providers to ensure that effective case progression and management is established and maintained.
- To effectively communicate with key stakeholders, both internal and external, to ensure that the requirements and priorities of a case are fully understood and actioned accordingly, including attendance at major crime strategy meetings, offering specialist advice and guidance in respect of effective forensic examinations and submissions and supporting the production of forensic strategies.
- To effectively update, store and retrieve case management data, in respect of submissions, utilising both manual and electronic systems and databases, including Forensic case Management Databases and Force systems.
- To ensure the effective recording of forensic spend and timely actioning of invoices from external forensic service providers.
- To attend Account Management Meetings as required.
- To ensure the timely reporting of results and transmission of reports and statements to key stakeholders to support the investigation and detection of crime and progression through the Criminal Justice System.
- To support implementation and adhere to BSENISO 17025 procedures to ensure compliance and accreditation as required.
- To support sensitive and confidential examinations for EMSOU-FS as required.
- To provide administrative and technical support to the Forensic Case Management Unit as required.
- To provide continuity statements of evidence as required.
- To mentor new staff in respect of the functions and activities within the Forensic Case Management Unit as required.
- To carry out any other duties reasonable commensurate with the grading and level of responsibility of the post.

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Skills & Experience required:-

Essential:

- A minimum of a science based qualification (Chemistry, Biology and Physics) to GCSE A level standard or equivalent qualification or comparable standard obtained through experience of working within a forensic environment.

OR

- A minimum of two years previous experience within a forensic submission unit engaging in procedures to include the casework authorisation, handling, packaging and storage of forensic exhibits and reporting of outcomes.
- Experience of working within the Criminal Justice System in respect of forensic applications and continuity of evidence.
- Significant experience of input, retrieval and processing of data using electronic and manual databases.
- Proven experience of communicating with key stakeholders and service providers at all levels.
- Proven experience of effective decision making and workload prioritisation.
- A practical working knowledge and experience of Health and Safety within a forensic environment to include adherence to C.O.S.H.H and Risk Assessments.

Desirable:

- Working knowledge of IT systems to include Microsoft packages, PNC, Forensic Case Management Systems, Crime Recording / Information Systems.
- Experience of working within a Quality Management System (i.e. ISO 9001:2001, BSEN ISO 17025)
- Experience of working within a customer service environment.

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Please use the attached application form to register your interest in this role. CV's will not be accepted but additional sheets can be attached to the application form to ensure you capture your relevant experience and skills.

PERSONAL QUALITIES

The post holder will be assessed for appointment against the following personal qualities. Derbyshire Constabulary's staff are assessed against these qualities.

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Decision Making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest

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Leadership	Openness to change Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems. Service delivery, understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.
Professionalism	Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.
Public Service	Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.
Working with others	Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

Specialist Knowledge	
Assessment will also involve experience / knowledge specific to the role as outlined below:-	
Forensic Analytical Services	

Prepared by:
Checked by:
Date:

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