

## **GREATER MANCHESTER POLICE** **JOB DESCRIPTION**

<b>POST TITLE:</b>	Constable, Digital Forensic Investigator
<b>DEPARTMENT/DIVISION/BRANCH:</b>	Counter Terrorism Policing North West (CTPNW)
<b>SECTION/UNIT:</b>	Forensic & Technical Unit
<b>RESPONSIBLE TO:</b>	Detective Sergeant - Hi Tech Investigator
<b>RESPONSIBLE FOR:</b>	N/A
<b>AIM OF JOB:</b>	<p>To provide Specialist High - Tech support to the investigation of crimes falling within National, Regional and force counter terrorism and extremism control strategies.</p> <p>To conduct intelligence led digital forensic investigations on computers, mobile devices and other digital devices providing evidence and expert interpretation of the evidence in a secure format acceptable to the court.</p>
<b>TENURE OF POST</b>	Minimum 2 Years
<b>HMIC CATEGORY:</b>	Operational Support

### **MAIN DUTIES AND RESPONSIBILITIES**

- Provide professional advice to GMP staff/officers, other agencies & members of the public in relation to best practice and procedures for investigating digital and electronic devices in accordance with nationally agreed protocols, law, legislations and the NPCC (National Police Chiefs Council) Good Practice Guide for Digital Evidence.
- Deal with telephone enquiries, offering advice on the services provided by the unit and the appropriate methods of seizing digital devices prior to them being submitted and transported to the unit for examination.
- Responsible for working with investigating officers/SIOs and directing the investigation for digital investigations.
- During the course of the investigation ensure that effective communication is maintained between all relevant parties and agencies (i.e. the Officer in Case (OIC), Crown Prosecution Service (CPS), Barrister etc.).

- When required to, use forensic software and hardware (such as XRY, UFED, FTK Imager and Guymager) to capture, retrieve, recover and extract data from mobile phones and portable devices in a forensically sound manner whilst keeping a log of the processes used. Where necessary photograph or video record the steps of the process.
- On occasion, to organise and undertake a digital forensic triage process, where suitable, and liaise with and work as part of the Submissions & Risk assessment process/function to identify priority exhibits for investigation, and to support, develop and review the development of case strategy around digital evidence.
- Specific responsibility for the digital investigation of cases.
- Using appropriate digital forensic software (ie XWAYS, EnCase, Nuix, IEF etc), hardware and validated processes whilst keeping a full log of steps and processes undertaken conduct thorough yet focused digital forensic investigations on computers, and other digital devices including smart phones for all cases. (Training will be provided)
- Developing forensic processes, techniques and programmes in line with advancements and changes in technology, ensuring they meet accreditation standards and integrity for court.
- Promote and deliver change in a positive manner.
- Deliver communication and training to officers, staff and colleagues to raise awareness of digital forensic evidence and capabilities and to promote the services of the Digital Forensic Investigation Unit (DFIU).
- Undertake environmental scanning and research for new investigation techniques, tools, software and technologies that will improve the quality and quantity of evidence produced or lead to other improvements in procedures.
- Developing and constantly improving the evidential products provided to investigating officers/SIOs and disseminating these changes to all staff across the unit/force.
- Provide a scene/field response to digital investigations supporting the investigative case strategy.
- Working as part of the Submission & Risk Assessment process/function attend case strategy meetings to assess case requirements and provide advice on strategy around digital evidence requirements.
- Prepare detailed statements, Streamlined Forensic Reports and case specific reports in a format suitable for intended purpose, whilst ensuring full disclosure has been provided in accordance with CPIA 2000.
- Support the Digital Investigation Unit (DIU) maintenance and development of a robust quality management system by developing, documenting and testing new methods for digital forensic investigation.
- To maintain awareness of Force and Departmental policies and procedures and support adherence, maintenance and development of the quality management system.
- Provide expert interpretation of evidence produced.
- Attend court when required in the capacity of the Digital Forensic Investigator.
- Support the Senior Investigators in the assessment and allocation of submissions applying a risk and complexity scoring to inform priority.

- Responsible for attending case strategy meetings to assess case requirements and advice on strategy around digital evidence requirements.
- Undertake additional training, acting as a subject matter specialist/expert (ie Mac Forensics, Linux Forensics, Computer Network and Internet Forensics, Python script programming etc) providing additional technological resilience to the Unit. (all training will be provided).
- To act as a mentor for less experienced members of the unit providing continuous development, training, peer review and support.
- When required to, receive property (digital devices) for examination from the officer in the case, and in accordance with H&S legislation conduct initial risk assessment ensuring that the devices submitted are safe to be examined.
- When required to, book property subject of examination into the unit ensuring continuity for evidential purposes. Use the computerised case management system for the storage of data relating to that case, whilst maintaining continuity of evidence with the exhibits.

### **Forensic Specific**

- Maintain awareness and compliance with current quality policies, procedures and objectives by keeping informed of the latest updates / modifications related to ISO accreditation and the Forensic Services Quality Management System. Q Pulse. To support validation processes for current and new techniques for accreditation, peer reviews and internal audits when required.
- Support the maintenance and improvement of the Forensic Services Quality Management System.
- Commit to and take responsibility for participating in continuous professional development and proficiency / competency testing.

### **Digital Forensic Investigation Unit Specific**

- Support the development and promotion of GMP as a Centre of Excellence for digital forensic investigation.
- Support and contribute towards research and development of new techniques and methods in response to changing technologies and the requirement for continuous improvement, ensuring the forces digital forensic capability becomes and remains a Centre of Excellence for digital forensic investigation.

### **General**

- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when

inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.

- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

## **NOTES**

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Officers' applications for this post will only be considered if they have provided a DNA sample for the elimination database.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

## **LEADERSHIP EXPECTATIONS**

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision "Protecting society and keeping people safe".

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

**Our Leadership Expectations are: Removed**

**Leaders have been identified at four levels:**

- Peer
- First
- Middle
- Senior

The **Constable, Digital Forensic Investigator** has been identified as: **A Peer Leader**

**Please Note:** As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

For more information on our leadership expectations please visit our website  
[www.gmp-recruitment.co.uk](http://www.gmp-recruitment.co.uk)

**PERSON SPECIFICATION**  
**Constable, Digital Forensic Investigator**  
**CTPNW**

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the short listing criteria will be assessed)
<p><b><u>Qualifications/Education</u></b></p> <p>Degree level qualification in a technical, digital forensic. IT or computer related subject, or relevant experience demonstrating the same level of knowledge/experience.</p> <p>Completed Forensic Software Training (for example X- Ways, EnCase, UFED and XRY).</p> <p>To attend and pass the following training courses once in post:</p> <ol style="list-style-type: none"> <li>1. Post Graduate Certificate – Forensic Computing.</li> <li>2. Intermediate X-Ways, EnCase, UFED and XRY).</li> <li>3. Advanced X-Ways, EnCase, UFED and XRY).</li> </ol>	<p>D</p> <p>D</p> <p>E</p>	<p>AF/C</p> <p>AF/C</p> <p>AF/C</p>
<p><b><u>Experience</u></b></p> <p>Previous/Current experience conducting digital device examinations / investigations.</p> <p>In relation to evidence and data recovery demonstrates the experience in identifying risk, escalate risk to appropriate team members / supervisors and take measures to minimise risk in the loss of data from digital devices.</p> <p>Experience in training and mentoring staff.</p> <p>Experience in communicating to and briefing staff/ investigators in digital forensic methods.</p> <p>Experience in taking responsibility for the end to end investigation for complex cases and directing the work of other staff members.</p> <p>Experience of presenting evidence at court.</p> <p>Experience in attending case strategy meetings and working with Senior Investigators to direct digital investigation strategy.*</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D*</p>	<p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>



operating systems e.g. Windows 7, Vista, XP, Unix/Linux and Apple OSX.		
Have a practical understanding at an advanced level of the importance of evidential integrity of exhibits; seizure, storage and continuity.	E	I/T
Knowledge and experience in the preparation of digital forensic reporting including: SFR (Streamlined Forensic Report) process, writing technical statement, creating reports/exhibits, organizing forensic case files etc.*	D*	I/T
Knowledge and full understanding of the principles regarding method validation with regards to digital forensic investigations.	E	I/T
Evidence of an operational understanding of the diverse communities (of the applicants force) and an ability to evidence delivering a policing response informed by that understanding.	E	AF/I
Language skills. Please note being multilingual is not essential in the CTPNW, however, it is advantageous to have officers who are multilingual.	E	I
<b><u>Skills/Abilities</u></b>		
Able to deal with lengthy or tedious enquiries and analyse the data content, producing concise accurate reports.	E	AF/I
Capable of maintaining confidentiality.	E	AF/I
Ability to deal with serious or potentially disturbing material. Support will be provided as appropriate.	E	AF/I
Ability to convey technical information in a manner understandable to the audience.	E	AF/I
Ability to convey difficult messages, use a range of communication techniques and communicate at different levels within the organisation.	E	AF/I
Skills in computer programming, SQL, and networking.	D	AF/I
Display an ability to manage complex and critical workloads appropriately.	E	AF/I
Excellent inter-personal skills and experience of communicating across all levels of the force and with other bodies/agencies particularly around more complex cases.	E	AF/I
Ability to make sound decisions, risk assessments and case assessments for the prioritisation of cases.	E	AF/I



Excellent inter-personal skills and ability to liaise consult and advise across all levels of the force and with other bodies/agencies including senior leaders and investigating officers.	E	AF/I
Proactive in the development of the Unit and colleagues.	E	AF/I
CBRN trained or willingness to undergo training and associated activities, including working in unpleasant and contaminated scenes. To attend local CBRN and National CT CBRN courses - Desirable.	D	AF
<b><u>Other</u></b>		
Has achieved a good attendance record.	E	AF(E)
Full UK driving licence and access to a vehicle for business purposes.	E	AF
Willing to work shifts and provide weekend cover, as required.	D	I
Willing to undertake a Basic driver authority driving test and drive a fleet vehicle.	E	I
Willing to undertake Basic Officer Safety Training (breakaway training) for on scene attendance.	E	I
As a condition of being appointed to this post an individual will be required to provide a DNA sample and fingerprints. This is to assist in the elimination of identified samples from crime scenes they may attend or from exhibit handling within the DIU.	E	I
Willing to have appropriate vaccinations and keep them up to date.	E	I
Fit to carry out duties including lifting, carrying, loading / unloading, handling equipment and materials.	E	
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting.	E	

### **Key**

<b>AF(E)</b>	<b>Eligibility (this will be checked by the recruitment team)</b>
<b>AF</b>	<b>Application Form</b>
<b>C</b>	<b>Certificate</b>

<b>T</b>	<b>Test</b>
<b>I</b>	<b>Interview</b>

**Please note:**

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in GMP's - development review process.
- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.