



Job Family	Investigator
Sub Group	Forensics
Level	Technical Lead
Code	FCIN-RP-RTM
Pay Grade / Range	Police Sergeant or POC £41,718 - £44,928

Role Purpose

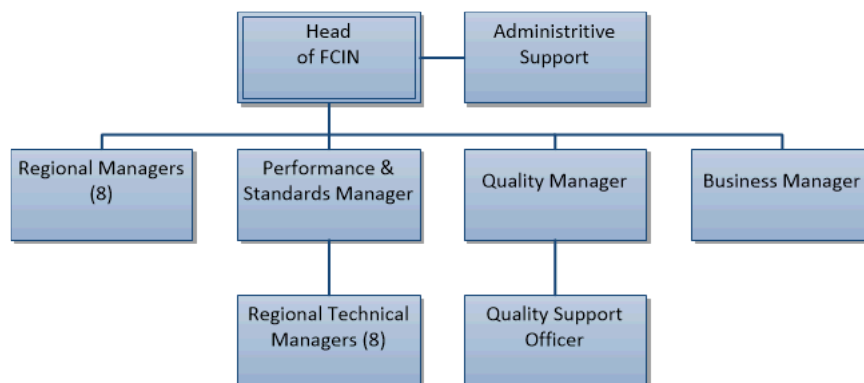
This section summarises the key function of the role

The role of the Forensic Collision Investigation Network (FCIN) Regional Technical Manager (RTM), is to engage at functional level with forces, ensuring service delivery is maintained and the electronic Quality Management System (eQMS) is implemented and upheld.

The post holder will form part of the FCIN team, responsible for developing and strengthening the network; they will support the FCIN Regional Manager. Initially, as part of the Transition Team, they will lead forces through the stages of transition, to achieve accredited member status in to 'business as usual'.

Post transition, to implement and maintain quality and standards, ISO compliance and performance of forces' Forensic Collision Investigation resources; relevant to the established service level agreement and Standard Operating Procedures (SOPs).

Position In The Organisation



People who work directly for this role

Force FCIB staff will remain employed by their home Force, however whilst undertaking and discharging accredited activities, they will be controlled and governed by the Regional Manager and Regional Technical Managers to ensure adherence to the SOPs, eQMS and Training and Competency Framework. Regional Managers will provide a supportive function to Force Structural Leads, providing input and guidance as required, to assist them with relevant local processes.

Close contact must be maintained with FCIN Regional Technical Managers, the FCIN Quality Manager, FCIN Performance and Standards Manager, Force's Structural Leads and FCIB Supervisor.

Authorised by:	Controlled Document AUTHORISED COPIES ONLY	Issue No: 1.0 Issue Date: ##/##/####
Head of FCIN	Not Protectively Marked	Page 1 of 6

Key Accountabilities

This section details the key responsibilities required of the role

Reporting to the FCIN Performance & Standards Manager and by engaging at functional level, with FCIN staff and with member forces of the network:-

- Maintain a high standard of technical competence in Forensic Collision Investigation and ensure innovative methods and practices are identified and employed within the FCIN.
- Ensure FCI's at FCIBs who are members of the FCIN adhere to the eQMS and associated procedures.
- Maintain a high level of knowledge and understanding of International and National standards providing professional advice on ISO, UKAS, ILAC and FSR standards, regulations and associated requirements. Review, interpret and integrate the requirements of new ISO, UKAS, ILAC and FSR publications into the eQMS; advising the FCIN's SLT on the most effective and efficient approach to address new requirements.
- Assist the QM with the implementation of the eQMS and assist in the training of others in all aspects of the eQMS and application of procedures including the training of sufficient internal auditors.
- Successfully undertake training and obtain a Level 3 Award in Assessing Competence in the Work Environment. Participate, as an assessor in assessing competency of FCIs operating under the FCIN's accreditation.
- Enable the FCIN, through the application of the eQMS, to fulfil the goals of continual improvement, good professional practice and appropriate levels of quality in all its forensic activities.
- Represent the FCIN at a regional and national level, maintaining awareness of national & international developments in quality standards regulations.
- Support and liaise with the FCIN's SLT, providing specialist advice and guidance on all matters relating to quality and gaining and maintaining accreditation. Act as the regional lead and direct FCIBs within the FCIN on quality and accreditation, in order to maintain compliance.
- Liaise with the FCIN's Regional Managers, identifying any specific needs or common requirements, jointly reviewing complete processes and providing advice and guidance as required, referring as necessary to the FCIN Performance and Standards Manager, FCIN Regional Managers and forces' Deputy Technical Managers, to ensure that overall compliance with requirements is achieved and maintained.
- Participate, as required, in the critical findings and peer review process for FCIB reports.
- Monitor the implementation and maintenance of relevant quality standards across the whole FCIN participating in regular quality review meetings. Providing support to forces in order to implement quality assurance and quality improvement initiatives.
- Lead, undertake and/or schedule internal audits, providing feedback, recommendations and options where applicable, identifying non-conformance, the root cause and the implementation of remedial actions, reporting to the FCIN Performance and Standards Manager when action is/has been required in respect of any aspect of failure in quality standards.
- Attain a Level 3 Award in Assessing Competence in the Work Environment and participate, as a technical assessor, in competency assessment of FCIs.
- Provide guidance to FCIB's Deputy Technical Managers in internal audit matters, scheduling activities which are required to safeguard full compliance with quality and technical standards across the FCIN, ensuring the timely attainment and continuance of these quality standards.
- In conjunction with the FCIN Regional Manager, investigate, manage and resolve non conformities in line with FCIN policy. Proactively seek improvements to service delivery and maintain a cycle of continuous internal review and improvement.
- Assist with the development of all new or amended documents in the eQMS before circulation.
- Participate in the review and update of all related documentation, working practices and procedures, in order to ensure full compliance. Keep up to date with technical developments within the field of Forensic Collision Investigation.
- Together with the FCIN Performance and Standards Manager, research the provision of new and replacement equipment and techniques.

Authorised by:	Controlled Document AUTHORISED COPIES ONLY	Issue No: 1.0 Issue Date: ##/##/####
Head of FCIN	Not Protectively Marked	Page 2 of 6

Behaviours

Outlines the behavioural requirements of the role

All roles are expected to know, understand and act within the ethics and values of the Police Service.

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice.

It is suggested that this role should be operating or working towards the following levels:

Resolute, compassionate and committed

We are emotionally aware	Level 2
--------------------------	---------

We take ownership	Level 2
-------------------	---------

Inclusive, enabling and visionary leadership

We are collaborative	Level 2
----------------------	---------

We deliver, support and inspire	Level 2
---------------------------------	---------

Intelligent, creative and informed policing

We analyse critically	Level 2
-----------------------	---------

We are innovative and open-minded	Level 2
-----------------------------------	---------

Authorised by:

Head of FCIN

Controlled Document
AUTHORISED COPIES ONLY

Not Protectively Marked

Issue No: 1.0
Issue Date: ##/##/####

Page 3 of 6

Education, Qualifications, Skills, and Experience

Outlines the skills and educational and qualification requirements to be able to fulfil the role

Prior education and experience:

- To hold either a City and Guilds in Forensic Collision Investigation/Accident Investigation certificate for Police Officers, a SQA in Forensic Collision Investigation and successfully complete an appropriate statistics course, recognised by De Montfort University or a UCPD in Forensic Road Collision Investigation and to be qualified or to have commenced the BSc (Hons) in Forensic Road Collision Investigation by 2025.
- Experience of managing/co-ordinating the forensic response to forensic collision investigation is desirable but not essential.
- Reasonable level of knowledge of the practical application of forensic science.
- Demonstrable experience in managing projects and performance.
- Demonstrable experience of negotiating and communicating at a functional level.
- Previous experience in quality service management and continuous improvement is desirable.
- Hold, or be prepared to attain a Professional Certificate in Management or equivalent.

Skills:

- Excellent communication, presentational and interpersonal skills are essential for the role-holder to be effective. The post holder will need to have credibility and the confidence of both the FCIN's and forces' SLTs, to influence developments over a range of quality management activities.
- The post holder will have a working knowledge of Health and Safety requirements related to this environment and have the ability to apply this knowledge practically in the workplace, in order to support the attainment of accreditation.
- The post holder must have experience of performance reporting requirements and the ability to recommend developments in the reporting mechanisms.
- The post holder will have the skills and ability to co-ordinate and motivate a cohort of internal auditing staff across the FCIN, in respect of achieving and maintaining quality standards. In addition they should also be able to support, train and coach officers and staff in relation to all aspects of accreditation activity.
- A methodical and thorough approach to work is essential, with the ability to prioritise workload demands as required and excellent verbal and written communication skills are essential, including report writing and presentations.
- The post holder must be confident and professional, with the ability to influence and negotiate with managers and staff, engage with senior managers and external assessors in order to achieve the required standards within the required deadlines.
- IT skills are essential, including a comprehensive working knowledge of Microsoft Office products.

Authorised by:	Controlled Document AUTHORISED COPIES ONLY	Issue No: 1.0 Issue Date: ##/##/####
Head of FCIN	Not Protectively Marked	Page 4 of 6

Continuing Professional Development (CPD)

Outlines continuing professional development activities which will enable the individual to maintain and enhance competence in the role

- Keep up to date with new approaches to evidence-based policing within the forensics/ investigation field.
- Keep up to date with new technological approaches within the forensic investigation field including digital forensic options.
- Maintain a working knowledge of how technological advances may be utilised within Forensic Investigation.
- Complete all annual and mandatory training.
- Keep up to date with College of Policing National Guidance relevant to your core duties.
- Ongoing development of people management and welfare skills.
- Achieve a minimum 25 hours of CPD annually.

Professional Registration/Licences

Outlines any ongoing registration or licensing requirements of the role

- Attain Chartered Forensic Practitioner status from either the Chartered Society of Forensic Sciences or the Institute of Traffic Accident Investigators.

Links to other profiles

Indicates links to NPCC role profiles, or other professional profiles which should be read in conjunction with this professional profile, please note this may not be exhaustive

- Head of FCIN
- Performance and Standards Manager
- Regional Manager
- Forensic Collision Unit Supervisor
- Forensic Collision Investigator
- Forensic Vehicle Specialist
- Quality Support Officer
- Administrative Support

Authorised by:	Controlled Document AUTHORISED COPIES ONLY	Issue No: 1.0 Issue Date: ##/##/####
Head of FCIN	Not Protectively Marked	Page 5 of 6

Profile Title		
Designer Name		Subject Matter Experts Consulted
Duncan Thurlwell	Forensic Collision Investigation Network Expert Network Group	Yes
Equalities Act 2000 Check	Checked by	Further action required
Yes / No		

Review stage			
Date	Sent to	Feedback received	Action taken
14/01/2020	Expert Network Group	Order of accountabilities questioned	Slightly amended
29/01/2020			Added assessor training requirements.
11/03/2020	FS		Changed governance and nomenclature

Head of FCIN sign off		
Date	Name	Additional Comments
11/03/20	Frances Senior	none

NPCC Lead sign off		
Date	NPCC Lead Name	Additional Comments
	Sacha Hatchett	