

## Head of Forensic Services

### Job Family – Senior Leader

<b>Grade:</b> K		<b>Department:</b> Scientific Support Unit
<b>Location:</b> Headquarters		<b>Security Vetting:</b> SC/MV
<b>Role Specific Requirements/ Restrictions:</b>	<b>Political Restriction, Biometric Vetting, Designated Powers under Police Reform Act 2002 'Investigating Officer'</b>	
<b>Role Specific Hazards:</b>	<b>Manual Handling, Mental Health, Display Screen Equipment, Headsets</b>	
<b>System Access Requirements:</b>	<b>PND, Information Assets, MyTrent Manager Self Service, Access, Pronto, Sickness Recording, Tranman, Tasking (DMS), Trim, Eclipse, Working Time Recording, WinPak, Storm, Intelligence, Holmes, Intel, Custody, Crime, Briefing, CMS, ABW</b>	

#### **Role Purpose:**

To provide strategic leadership of the integrated Forensic Services Department, to ensure that the Force is able to respond to operational demand by maximising cost effective forensic service delivery in the investigation of crime in accordance with business objectives.

1. Lead, direct and manage the Forensic Services Department for the force, ensuring through continuous improvement that the business needs of the force are met in accordance with national standards and legislative requirements.
2. Develop, implement and evaluate operational systems and procedures to maintain rigorous quality standards in line with local, regional and national requirements; embracing collaborative opportunities with partner agencies and seeking innovative service delivery solutions.
3. Provide Head of Department decision-making to support corporate activities including strategic business planning, resource management and policy formulation. Ensuring forensic best practice and meeting the needs of the organisation across all traditional and digital forensics disciplines.
4. Provide senior management capability for compliance with the Forensic Science Regulators Codes of Practice and Conduct, ensuring accreditation deadlines are met and all forensic units provide robust and valid outputs for the Criminal Justice System.
5. Manage and control the procurement of forensic services and allocated department budgets, seeking value for money at all times. Review and challenge current Service Level Agreements to ensure efficient operating models.
6. Monitor and develop work activities and ensure performance measurements are in place to meet force objectives and high performance outputs and best results to serve the Criminal Justice System.
7. Inform the strategic direction of Forensic Services in line with NPCC and Home Office programmes; provide professional advice and act as a Senior Scientific Adviser to Executive Officers to support scientific and technical issues.
8. Maintain an effective Continuous Professional Development profile in relation to current and future forensic developments, ensuring delivery of the same for all staff under your remit for an effective performance management cycle. Represent the force at a strategic level locally, regionally and at national meetings.
9. Ensure all units within Forensic Services are familiar with and compliant with relevant legislation including Health and Safety, GDPR, Risk Management, COSHH and ISO accreditation and regulations.
10. Representing Dyfed Powys Police at a Regional and National levels, providing professional advice on issues relevant to the Force.
11. To ensure service provision of specialist Forensic training for all forensic integrated services and provide support and advice to Officers and Police Staff as part of internal force training courses – IPLDP, ICIDP, SOTO, Custody and PCSO.

#### **Role Specific Tasks**

1. To be responsible for implementing long-term strategic development across a specialist or professional area and or in a significant strategic function of the force.
2. To regularly give advice and influence at all senior levels of the organisation.
3. To lead a functional area or be a senior individual or senior individual contributors shaping long term strategic direction of an area of activity.
4. To be accountable for the service delivery and compliance of their function and have a significant influence upon the structure and development of their area of activity.
5. To be overall accountable for resources and financial spend within their function.
6. To ensure succession planning, development of staff and talent management is undertaken.

#### **Role Generic Tasks**

7. To be responsible for implementing long-term strategic development across a specialist or professional area and/or in a significant strategic function of the force.

8. To regularly give advice and influence at senior levels of the organisation.
9. To lead a functional area including the shaping of the long term strategic direction of an area of activity.
10. To be accountable for the service delivery and compliance of their function and have a significant influence upon the structure and development of their area of activity.
11. To provide day to day line management of employees, including the proactive management of workplace health and wellbeing.
12. To be responsible for employee conduct, performance and attendance matters in adherence to Force policy.
13. To be overall accountable for resources and financial spend within their function.
14. To ensure succession planning, development of staff and talent management is undertaken.
15. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

**Note:** This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Skills / Attainments [to be evidenced on application]		Application	Interview
Role Specific	1. Must hold a degree, or equivalent professional qualification or have significant relevant experience in the field of forensic work, bringing the role holder to a comparable level <b>(E)</b>	X	X
	2. Must have sound knowledge of legislation relating to all aspects of forensic investigation <b>(E)</b>	X	X
	3. Must have sound knowledge of current Forensic drivers affecting the Police Service <b>(E)</b>	X	X
	4. Should have experience of managing large scale, complex projects <b>(D)</b>	X	
Role Generic	5. Must have proven experience of leading and managing functions/departments <b>(E)</b>	X	
	6. Must have managed and controlled budgets/resourcing and understanding of financial management procedures <b>(E)</b>	X	X
	7. Must have extensive experience of delivering a service with competing demands <b>(E)</b>	X	X
	8. Must have experience of effecting change to improve performance <b>(E)</b>	X	X
	9. Must show evidence of continuous professional development <b>(E)</b>	X	X
	10. Must have well developed written and oral communication skills, including delivering high quality presentations <b>(E)</b>	X	X
	11. Must be computer literate with good knowledge of Microsoft Word, Excel and PowerPoint <b>(E)</b>	X	
	12. Must be able to evidence ability to work autonomously, making sound evidence based decisions <b>(E)</b>	X	X
	13. Must have proven experience of advising, negotiating and influencing with internal and external customers at all levels <b>(E)</b>	X	X
	14. Must be able to manage a workload and balance competing priorities, redirecting resources quickly and effectively to meet changing demands <b>(E)</b>	X	X
	15. Must be able to travel throughout the force area <b>(E)</b>	X	
	16. Must have the ability to communicate through the medium of Welsh to level 1 or be prepared to achieve this within 6 months of appointment. <b>(E)</b> <a href="#">[Click here for the DPP Welsh Language requirements]</a>	X	

**KEY: (E)** – Essential / **(D)** – Desirable

**Please Note:** At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.