

Digital Forensic Investigator Job Family – Technical

Grade: E/F (Progression from E to F is dependent on the candidate showing competency across all functions of the role)		Department: Criminal Investigation Department
Location: Headquarters		Security Vetting: MV
Role Specific Requirements/ Restrictions:	Biometric Vetting, On-Call, Designated Powers under Police Reform Act 2002 'Investigating Officer'	
Role Specific Hazards:	Manual Handling, Mental Health, Lone Working, Display Screen Equipment, Confined Spaces, Wearing/Carrying Heavy Equipment, Physical Activity	
System Access Requirements:	PNC, PND, Information Assets, ANPR BOF Viewer, ANPR BOF Access, Pronto, Tranman, Tasking (DMS), Trim, Chronicle, Genie, Eclipse, Viper, Visor, Case Preparation, Working Time Recording, WinPak, Storm, QLX, BACS, QAS, External email, CATS, CLIO, Caseprep, Intelligence, Holmes, Intel, Custody, Crime, Briefing, CMS, Compact, Warrants	

Role Purpose

To provide an expert digital forensic service to the force under the supervision of the Manager of the Digital Communications and Cyber Crime Unit.

Role Specific Tasks

1. To examine mobile and non-mobile digital devices and all associated computer and communications media in accordance with recognised forensic techniques and processes, including the ACPO principles and all relevant legislation and guidance.
2. To assist case officers by recovering and assessing data from computers, mobile phones and other digital devices and drawing inferences therefrom.
3. To attend and assist at search warrants, monitoring visits and suspect interviews, with particular reference to child protection and indecency cases.
4. To prepare detailed evidential reports and statements and to liaise closely with case officers, CPS and Counsel.
5. To attend court as an expert witness.
6. To maintain detailed and accurate records of examinations, ensuring that audit trails of work are properly maintained in accordance with ISO 17025 and accepted forensic principles.
7. To ensure the security of the storage and movement of evidential material in line with recognised National Protocols.
8. To liaise with regional and national agencies involved in digital forensic investigations.
9. To maintain expertise and all relevant skillsets in compliance with ISO 17025 and best current national and international practice.
10. To deliver presentations to police officers and members of other agencies and to act as consultant to officers, including senior officers.

Role Generic Tasks

11. To deliver advice and guidance to the point of resolution.
12. To undertake activities and administrative tasks as required.
13. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
14. To communicate effectively with internal and external customers.
15. To ensure force systems are maintained and updated effectively in line with business processes.
16. To ensure all work is undertaken is compliant with relevant legislation and force policies and procedures, keeping up to date with emerging technologies and best practise.
17. 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 possess a HND/HNC qualification (or equivalent) in a computer, telecommunications or forensics subject, or have substantial relevant work experience bringing the post holder to a comparable level (E)	X	X
	2. Must have a good working knowledge of Microsoft Windows applications and a range of operating systems (E)	X	X
	3. Must be able to demonstrate excellent numerical skills (E)	X	X
	4. Must have successfully completed training in core data recovery and specialist data recovery software in computer and mobile forensics or be prepared to undertake such training within an agreed timescale (E)	X	
	5. Should have experience in programming or writing scripts to automate the execution of repeatable tasks (D)	X	
Role Generic	6. Must have a proven ability to work effectively with a minimum of supervision, organising and prioritising own workload (E)	X	X
	7. Must have effective written and oral communication skills, with an ability to communicate with people at all levels of the organisation (E)	X	X
	8. Must demonstrate a practical approach to problem solving (E)	X	X
	9. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)	X	X
	10. Must have effective keyboard inputting skills (E)	X	
	11. Must be computer literate, proficient in the use of Microsoft Word and Excel (E)	X	
	12. Must be able to travel within the force area as required by the role (E)	X	
	13. 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. (E) [Click here for the DPP Welsh Language requirements]	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.