

Forensic Submissions Support – Scientific Support Unit

Job Family – Support

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| Grade: C | Department: Scientific Support Unit |
| Location: Headquarters | Security Vetting: RV |
| Role Specific Requirements/ Restrictions: | Biometric Vetting |
| Role Specific Hazards: | Manual Handling, exposure to bio hazard material and odours. Confrontation, display screen equipment, carrying heavy goods, physical activity. Mental Health |
| System Access Requirements: | PNC, Information Assets, Working Time Recording, Storm, External email, Crime Recording System, Crime Management System, My-Trent, DCCCU CMS |

Role Purpose

Role Specific

1. To receive and process forensic exhibits for onward transfer to various internal departments and external agencies.
2. To quality check and process material/exhibits in such a manner as to maintain the integrity of the exhibits under ISO 17025.
3. Act as the central referral point for advice and guidance to officers surrounding the process for submission of exhibits.
4. To assist in the provision of Forensic information in order to maximise crime investigation and intelligence opportunities.
5. To undertake general administrative duties in support of the Scientific Support Unit and the Digital Communications and Cyber Crime Unit.
6. To be prepared to be competency tested under ISO 17025 for all related areas of associated work.
7. To provide guidance and quality assure Forensic submissions and advise on correct practice of submission process.
8. Facilitate the quick time processing of urgent cases.
9. Update the Forensic Databases, Crime Management System with progress, reports, submission forms and receipt of exhibits.
10. To liaise with custody suites, external forces and external laboratories on Forensic matters that arise and action as appropriate.
11. To action as appropriate DNA samples that require updating or amending on PNC and confer with the Data Reconciliation team to have records rectified to ensure profiling of DNA samples onto the National DNA Database.
12. To produce continuity statements and to attend court when required.

Role Generic

13. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [Click [here](#) for the DPP Welsh Language requirements].
14. To undertake as directed the transactional activities and administrative tasks required.
15. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
16. To deal effectively with internal and external communication from staff and members of the public.
17. To ensure force systems are maintained and updated effectively in line with business processes.
18. To develop, maintain and ensure effective business processes.
19. 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] | |
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| Only evidence against these <u>FIVE</u> attainments on your application form | |
| | 1. Must have a good understanding of ISO17025 Forensic Service Requirements and demonstrate the ability to work in an environment which is compliant with ISO17025 Standards. (E) |
| | 2. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E) |
| | 3. Must demonstrate a practical approach to problem solving (E) |
| | 4. Must have effective written and oral communication skills (E) |
| | 5. Must have previous experience of delivering high standards of service to internal and external customers (E) |

| Other skills / experience / knowledge needed for the role and may be assessed during the interview process | |
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| | 1. Should have knowledge of Scientific Support, police operational procedures and the rules of evidence (D) |
| | 2. Must possess G.C.S.E's Grades A - C, in Mathematics and English Language, or have proven relevant experience to a comparable level in numeracy and literacy (E) |
| | 3. Must be proficient in the use of Microsoft Word for word processing and Excel for data manipulation and reporting (E) |
| | 4. Must have effective keyboard inputting skills enabling effective inputting and retrieval of data (E) |
| | 5. Must be prepared to successfully complete all training and assessment required of the role (E) |

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.