



Role Title:	Crime Scene Investigation Supervisor
Grade:	SO2
Responsible to:	Forensic Operations Manager
Responsible for:	CSI/ VCSI staff (locally and regionally)
Liaison with:	Police Officers, Police Staff, General Public, External Organisations, Agencies and Partnerships
Required Vetting Level:	RV – Recruitment Vetting
Date Published:	April 2022

Role Purpose	<p>Co-ordinate the effective and efficient deployment of local and regional Crime Scene Investigators. Attend major crime and volume crime scenes and where required other incidents where a crime scene manager or Co-ordinator is required. To conduct examinations in line with force procedures, whilst ensuring compliance with the Quality Management System, ISO 17020, Forensic Science Regulator codes, ILAC G-19 and other relevant legislation.</p> <p>The supervision, co-ordination and quality assurance of local CSI's work in the area for which the Supervisor holds responsibility, and on a wider regional basis as and when required. Monitoring the performance and development of all CSI's. To be accountable for the overall CSI team performance as well as identifying and working with staff including personal attendance at scenes, personal development of the staff to enable the reporting of progress and development and therein any required action plans and training requirements. Presenting performance data to JSIU management</p> <p>The responsibility throughout a tour of supervisory duty for daily tasking of CSIs and VCSIs. Personal attendance at serious and major crime scenes in the capacity as CSI Supervisor, Crime Scene Coordinator or Crime Scene Manager. Liaison with BCU/ LPU officers and staff from all departments to ensure that all necessary crime scene investigative work is carried out efficiently and effectively to satisfy local and force requirements as well as department policy. Liaison with internal and external Forensic Scientists, Home Office and local Pathologists and other internal and external investigative support agencies to ensure a comprehensive approach to scene examination is met and maintained.</p> <p>Providing technical submission advice in respect of laboratory submissions and guidance as to the correct packaging and documentation procedures.</p> <p>If qualified, to undertake the duties of Crime Scene Manager and Crime Scene Co-Ordinator, and other specialist roles, on an ad hoc basis as and when required.</p>
Main Responsibilities	<p>Advice and Guidance</p> <ul style="list-style-type: none"> Assess personal requirements of customers (including members of the public) and provide adequate support, advice and guidance Assist on complex cases, carrying out tasks as directed by supervising practitioner and providing advice and guidance Resolve complex problems independently, referring major issues to senior colleagues <p>Analysis and Reporting</p>

	<ul style="list-style-type: none"> To carry out complex qualitative analysis and provide interpretation of results Interpret data / test results and present findings accurately
	Customer Service and Representation <ul style="list-style-type: none"> To present a positive image and service to both internal and external customers Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high quality standard of service Maintain confidentiality in relation to data protection issues and Management Of Police Information (MOPI) standards
	Organisation/Planning <ul style="list-style-type: none"> Plan and organise work to complete it within set framework, standards, & timescales Implement and contribute to service strategy as directed Develop, propose and implement an approved project/business plan for the unit, subject or function Identify, seek approval for the deployment of suitable resources for the subject area or project to deliver its objectives
	People Management <ul style="list-style-type: none"> Monitor and allocate workload, and monitor progress, performance, competence and an individual's development within a team Assist team in the preparation and use of equipment and techniques and advise on any specific aspects of work with own area
	Processes <ul style="list-style-type: none"> To follow, create, improve, amend and quality assure processes for use by self and others
	Record Keeping <ul style="list-style-type: none"> Create, store, maintain, retrieve and update and quality assure records/data both manual and electronic on a local and national systems
	Technical/Investigative Support <ul style="list-style-type: none"> To carry out technical/investigative work using given data to assist in resolving problems and arrive at solutions within given guidelines
	Other
	Customer Service and Representation <ul style="list-style-type: none"> To present a positive image and service to both internal and external customers Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high-quality standard of service Maintain confidentiality in relation to data protection issues and Management of Police Information (MOPI) standards
	<p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>
Qualifications	Essential <ul style="list-style-type: none"> Must have a good standard of education to at least GCSE A-C Level, including Maths and English, or be able to demonstrate equivalent skills and abilities. Must have proven ability and have successfully completed a nationally recognised training course in Crime Scene Investigation. Must have successfully completed a nationally recognised training course in Crime Scene Management. Must be a qualified Crime Scene Co-ordinator. Desirable <ul style="list-style-type: none"> Management qualifications or willing to undertake training.
Skills	Essential <ul style="list-style-type: none"> Must be computer literate and proficient in Microsoft applications. Previous experience supervising and managing staff

	<ul style="list-style-type: none"> • Excellent ability to communicate and present information effectively to a wide range of people, utilising core communication skills. • Ability to use own initiative, work under pressure and to organise and prioritise own and teams workload, with a good knowledge and experience of the role of CSI/ VCSI. • Self-motivated with the ability to motivate others in an effective and productive manner. • Demonstrates a strong supervision commitment with regard to staff development via force platforms (perform etc.), discipline, performance and policies and procedures. • Flexible, positive approach to work commitments, with the ability to travel around the force, region and cross border to other forces as and when required, therefore holding a full UK driving license (to include manual transmission).* <p>Desirable</p> <ul style="list-style-type: none"> • Welsh Language Level 2 - Can understand the essence of a conversation in Welsh, and can convey basic information and respond to simple requests in Welsh. Can use Welsh to transfer telephone calls. Can introduce oneself and others by name, role, and location/organisation. Can contribute in a meeting partly in Welsh. • Desired practical training experience.
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Must have a sound, working knowledge of police policies, practices and procedures • Must have an understanding of CSI practices, procedures and methods of documenting and recording crime scenes. • Must be aware of current developments in the JSIU and the wider fields of Forensic Science. • Must be prepared to undertake competency assessments in key technical processes with an external organisation when required to do so. • Clear understanding of the role of the CSI / VCSI and JSIU and its in house departments and functions. • The ability to complete and pass all annual Competency Tests in line with the role of the CSI Supervisor. • Knowledge and compliance of all health and Safety requirements, including having the ability to undertake training in risk assessments, manual handling and officer / staff safety in order to carry out the role and support staff within the local CSI unit or the region • Proven ability to work to guidelines and procedures. Ensuring ISO (International Standards Organisation) compliance at all times. • Must demonstrate a practical awareness of disclosure issues and their impact on crime scene management. • Comprehensive understanding of ISO, Forensic Science Regulator and UKAS requirements to achieve and maintain accreditation • Detailed knowledge of policies, CSI quality procedures and documentation relevant to the role. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the internal Socrates forensic tracking system and the Niche operating platform.
Personal Qualities	<p>Serving the Public</p> <p>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests</p> <p>Understands the expectations, needs and concerns of different communities and strive to address them</p> <p>Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police</p> <p>Understands the impact and benefits of policing for different communities and identifies the best way to deliver services to them</p>

	<p>Develops partnership with other agencies to deliver the best possible overall service to the public</p> <p>Professionalism</p> <p>Acts with integrity, in line with values of the Police Service</p> <p>Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations</p> <p>Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required</p> <p>Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour</p> <p>Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required</p> <p>Leading Change</p> <p>Positive about change, adapting different ways of working and encouraging flexibility in others</p> <p>Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas</p> <p>Takes an innovative and creative approach for solving problems</p> <p>Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge</p> <p>Leading People</p> <p>Inspires team members to meet challenging goals, providing direction and stating expectations clearly</p> <p>Acknowledges the achievements of individuals and teams by recognising and rewarding good work</p> <p>Recognises when people are becoming de-motivated and provides encouragement and support</p> <p>Gives honest and constructive feedback to help people understand their strengths and weaknesses</p> <p>Coaches and guides team members, identifying and addressing areas for development</p> <p>Managing Performance</p> <p>Understands the organisation's objectives and priorities and how own work fits into these</p> <p>Plans and organises tasks effectively to maintain and improve performance</p> <p>Manages multiple priorities, thinking things through in advance, balancing resources and co-ordinating activity to complete tasks within deadlines</p> <p>Knows the strengths of the team members, delegating appropriately and balancing workloads across the team</p> <p>Monitors delivery to ensure tasks have been completed to the right standard and tackles poor performance effectively</p> <p>Decision Making</p> <p>Gathers, verifies and assesses information to gain an accurate understanding of situations</p> <p>Considers a range of possible options before making clear, timely, justifiable decisions</p> <p>Reviews decisions in light of new information and changing circumstances</p> <p>Balances risk, cost and benefits, thinking about the wider impact of decisions</p> <p>Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in public interest</p> <p>Working with Others</p> <p>Works co-operatively with others to get things done, willingly giving help and support to colleagues</p> <p>Is approachable, developing positive working relationships and good team spirit</p>
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	<p>Explains things well, ensuring instructions are understood and talks to people using language they understand</p> <p>Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively</p> <p>Persuades people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations</p> <p>Is courteous, polite and considerate, showing empathy and compassion</p> <p>Deals with people as individuals and addresses their specific needs and concerns</p> <p>Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances</p>
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All individuals of Joint Scientific Investigation Unit must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to work place bullying or any other form of discriminatory behaviour.

Method of Assessment

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

	Shortlisting
Qualifications	Yes
Skills	Yes
Knowledge	Yes
Personal Quality – Serving the Public	
Personal Quality – Professionalism	Yes
Personal Quality – Leading Change	
Personal Quality – Leading People	Yes
Personal Quality – Managing Performance	Yes
Personal Quality – Decision Making	
Personal Quality – Working with Others	

Additional Information:

* At interview, candidates will be asked to confirm their willingness to undertake an in house Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.

Successful applicants for this role will be required to provide elimination Biometric samples (fingerprints and DNA) for elimination purposes.