

JOB DESCRIPTION

Post: Senior Crime Scene Investigator

Grade: Band F **Job Evaluation Ref:** C29/B462

District/Department: Forensic Services

Sector/Section: Forensic Operations

Location: Bury St Edmunds, Great Yarmouth, Ipswich, Kings Lynn,
Lowestoft, Norwich

Reporting to: Forensic Operations Manager

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

Responsible for all aspects relating to forensic expertise where they work, delivering a high quality service to police investigators and crime victims. Provide good leadership, particularly when dealing with serious and major crime scenes.

2. Main activities of the role *(This list is not exhaustive)*

- Be professionally competent in all aspects of crime scene examination, able to examine crime scenes as required and document and report findings in accordance with departmental policy.
- Manage the Area Crime Scene office, prioritising casework on a day-to-day basis; maintain minimum staffing levels to ensure consistent quality of service; ensure equipment standard for staff is appropriate and reliable.
- Line manage a team of Crime Scene Examiners, using performance indicators to identify areas for improvement and good working practice to continually improve the service provided. Use problem solving techniques to assist this.
- Manage overtime, expenses claims and other necessary administrative requirements in a timely fashion and in accordance with force policy if applicable.
- Provide support and instruction as a mentor to new and existing members of staff.
- Act as point of contact for local and Area police managers to agree forensic strategies for crime series or local police crime initiatives.
- Act as a coordinator for volume crime series, including cross-border crimes.
- Provide intelligence advice regarding forensic successes whether fingerprint, DNA or footwear and how these can be used to maximise detections throughout the Area and Force.
- Perform the duties of Crime Scene Manager, wherever required, at major crimes to ensure all valuable forensic evidence is recorded, preserved and recovered in a suitable fashion for subsequent analysis and possible presentation in Court.
- Prepare statements and other documentation that may be used at Court.

- Act as a quality controller and authorise items being forwarded to forensic providers for analysis; assess the viability and validity of the submission.
- Research current and new technologies and techniques to ensure best use of Forensic Service's resources, both effectively and efficiently.
- Attend training courses as necessary to maintain and improve professional competence
- Attend meetings of internal and external bodies to explain the policies and workings of the Department.
- Give presentations to internal and external audiences as required.
- Any other duties commensurate with the role and grade as may reasonably be requested by line management.

4. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabulary as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.
- e) The post holder will be required to wear the uniform provided in accordance with uniform standards
- f) Following appointment the post holder will be subject to DNA Testing

PERSON SPECIFICATION

Post: Senior Crime Scene Investigator

District/Department: Forensic Services

Location: Various locations in Norfolk & Suffolk

Essential Criteria

1. Proven background in Crime Scene Examination, including successful completion of nationally recognised Crime Scene Examination courses (to CSI Stage 2 level or equivalent) and demonstrable major crime experience.
2. Minimum 4 years' experience as a Crime Scene Examiner
3. Proven good performance record as a Crime Scene Examiner
4. Demonstrate a good degree of self-motivation, the ability to use own initiative and proven problem solving skills
5. Good interpersonal and team working skills, able to deal with people at all levels
6. Full driving licence due to use of a police vehicle and need to carry and transport equipment
7. Ability to work outside normal hours, work a shift pattern including weekends, bank holidays and provide on call cover outside of shifts as part of a rota
8. Basic keyboard skills and a working knowledge of Microsoft Office suite

Desirable criteria

1. Professional qualification in management skills
2. Professional qualification in crime scene examination.