

Job Description

A Post Details	
Job Title: Digital Forensics Services Assistant Technical Manager	Grade: B001
Department: Scientific Support Unit	Division: A
Reports to: Digital Forensic Services Operations Supervisor (Technical Manager)	Contract Type: Permanent
Level of Vetting: Baseline	Numbers in Post: 1
B Purpose of the Post	
<p>The purpose of the role is to support the Digital Forensic Services Technical Manager deliver an effective and efficient, high quality digital service to the British Transport Police, the community and the Criminal Justice System through the management and development of personnel, methods, processes and continued ISO17020 and ISO17025 accreditation.</p> <p>This covers all technical aspects and quality of laboratory activities for digital forensics including CCTV, digital media, mobile devices, electronic storage devices, mobile device kiosks and other frontline tools as well as other areas brought into scope by the Forensic Science Regulator.</p> <p>To provide effective forensic expertise that is professional, readily accessible and cost effective in order to support the investigative process from initial case acceptance to conclusion.</p> <p>To conduct competence testing for all personnel employed in digital forensic roles within the BTP.</p>	
C Dimensions of the Post	
<p>Financial – Direct or Non-Direct</p> <p>Non-Direct - Advises and influences on the acquisition and /or continued use of software and hardware utilised within the department.</p> <p>Personnel Responsibilities – Direct or Non-Direct</p> <p>Non-Direct - Support the training of personnel, officers, Police Specials, graduate placements and community volunteers within the DFU and Post Production; competence testing of all personnel employed in digital forensic roles.</p> <p>Direct – Deputising for the Digital Forensics Operations Supervisor (Technical Manager) in their absence.</p> <p>Any Other Statistical Data</p> <p>Test, evaluate and report on validation and verification results to management.</p>	
D Principal Accountabilities	
<p>To support the Digital Forensics Operations Supervisor (Technical Manager) to deliver and maintain ISO17020 and ISO17025 accreditation across the digital forensics teams and other frontline digital forensic hubs in line with local, regional and national legislation and policies including:</p> <ul style="list-style-type: none"> Establish, review, maintain and develop existing and new analytical procedures and methods for digital forensics and communicate any changes to personnel. Develop and maintain validation and verification processes to ensure that all hardware, software and methods used in the Digital Forensics and Post Production Units and the frontline hubs are fit for purpose. 	

- Develop, maintain and ensure compliance with Quality Management System (QMS) including adherence to Quality Procedures (QP), Standard Operating Procedures (SOPs) and Work Instructions (WIs).
- Deliver continuous improvement of the digital forensic services and frontline digital forensic performance including the completion and corrective action from internal and external audits and feedback, problem solving, investigation of anomalies including root cause analysis for findings and trend analysis.
- Evaluate the risk of non-conformance and supporting the Technical Manager in rectifying the non-conformance to ensure continued delivery of technical operations.
- Coordinate the DFU's and PP's participation in Inter-Lab Comparisons (ILC) and Proficiency Testing (PT), prepare ILC material as required and review, report and investigate the results of the DFU submissions as appropriate.
- Assist with the competence testing of all DFU and CCI's (Cyber Crime Investigators) (including Spektor and Kiosk) personnel.
- Assist with the competence testing of all PP's FIO's (Forensic Imaging Officers)

Manage and advance your own continual professional development and that of the organisation, within the digital forensic environment including changes to technology and legislation.

Represent the BTP at meetings and maintain good working relationships with partners and key stakeholders including the Quality Management team and other Force and / or commercial digital Technical Managers.

E Decision Making

Make Decisions

N/A

Significant Say in Decisions

Assessment under ISO17020/ISO17025 to verify the competency of all DFU and PP personnel and CCI's (including Kiosks and Spektor practitioners) and FIOs.

Recommend software and hardware to improve processes within the DFU, PP and CCI's.

F Contact with Others

Internal

CCI Supervisors and personnel

Post Production Forensic Imaging Officers

Scientific Support Unit Supervisors and Personnel

Senior Management Team

Quality Management Team

Police Officers including Senior Investigating Officers (SIOs) and members of Police personnel.

External

Members of the public, including course trainers, national advisors (e.g. UKAS) and hardware or software company representatives.

G Essential Criteria
Qualifications and Training:
<p>Educated to degree level within Forensic Computing/Computer Science and/or relevant experience in digital forensics.</p> <p>Successful completion of relevant digital forensics courses:</p> <ul style="list-style-type: none"> Digital Media: XWays and/or Axiom; Mobile Devices: MSAB XRY, Cellebrite and/or Oxygen.
Experience:
<p>Experience of working within an ISO accredited environment or one that is working towards accreditation.</p> <p>Extensive experience and proficiency in the use of digital forensics software (either digital media or mobile devices).</p>
Skills:
<p>Ability to continually and effectively absorb technical information, evaluate, and report on results to management.</p> <p>Able to prioritise according to operational requirements.</p> <p>High degree of competency in digital media and / or mobile device examinations and knowledge.</p> <p>A confident communicator with excellent verbal and written skills.</p> <p>A personable, professional manner and the ability to interact and relate to all levels of personnel.</p> <p>Highly developed interpersonal skills demonstrating the ability to build and maintain good working relationships with all appropriate internal and external stakeholders.</p> <p>Competent in the use of IT software including Office 365 including Microsoft Word, Excel, PowerPoint, Teams and Outlook.</p>
Knowledge:
<p>A good understanding of computer and / or mobile device hardware and software.</p> <p>An understanding and commitment to Continuous Professional Development, ensuring technical competences and expertise are kept up to date with industry developments.</p> <p>Sound working knowledge and understanding of BS EN ISO/IEC 17025 / 17020, ILAC G19 Modules in a Forensic Science Process and Forensic Science Regulators Code of Practice.</p>
Desirable criteria:
<p>Qualifications and Training</p> <p>Nil</p> <p>Experience</p>

Investigative experience through working within a law enforcement and/or other digital forensic environment.

Skills

Nil

Knowledge

Nil

H Additional Information

The role includes the viewing of extracted digital evidence which may contain child sexual abuse material (images and videos) and / or instances of extreme violence or other material of a disturbing or distressing nature.

For Panel to complete only:

**Panel Approval: K Ajimal
(5931)**

Date: 24/02/2025

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [Policy and Reward inbox](#)

You will be advised of a panel date following receipt of the submission.