

	<b>HUMBERSIDE POLICE</b> <b>Role Requirement</b>		
<b>Position Title:</b> Quality Lead DFU	<b>Grade:</b> MP7	<b>Vetting Level:</b> MV	
<b>Overall Purpose of the role:</b> To have day to day responsibility of the development and maintenance of the Quality Manual (QM) and working with UKAS during key audit phases within the DFU. In accordance with the requirements of ISO standards, has the responsibility and authority for ensuring that the management system operated within the unit is implemented and all aspects of the laboratory and its operation are conducted in compliance with the ISO standards and codes of practice.			
<b>Main Tasks</b>			
<div>1. To develop and contribute to the strategic direction of the department on digital and other forensic matters both in relation to development of force process and regional collaboration.</div> <div>2. Implementing and maintaining a Digital Forensics Unit Quality Management System that is compliant with the current BS EN ISO/IEC 17025:2005 standard and the Forensic Science Regulator Codes of Practice and Conduct for Forensic Science Providers in the Criminal Justice System.</div> <div>3. To be the focal point, both internally and externally, for all matters relating to the Quality Management System, and will have direct access to senior management.</div> <div>4. Establish and implement effective procedures through control of the authorisation and implementation of new quality procedures and documentation when required and also through the approval of changes to existing quality procedures and documentation.</div> <div>5. Ensure that the QMS documentation is reviewed and revised periodically where necessary, overseeing the issuing and distribution of new and revised documents, and to notifying relevant staff of any amendments to the QMS documents.</div> <div>6. Maintain a document archive and retain a master copy of all QMS documents, in addition to a master digital copy of the current Quality System.</div> <div>7. Maintain records of nonconforming work, corrective actions and preventive actions.</div> <div>8. The Quality Lead is responsible for ensuring that incidences of nonconforming work are satisfactory resolved in an appropriate and timely manner by adhering to the procedures relating to this aspect of the quality system.</div> <div>9. The Quality Lead shall monitor and inform relevant staff of the implementation of agreed corrective and preventive actions.</div>			

10. Ensure that a procedure for undertaking effective internal audits is established and implemented. The Quality Lead shall plan, schedule and manage internal audits and maintain the records of internal audits and electronic copy of any internal audit reports.
11. The Quality Lead is responsible for reviewing all internal audit reports and ensuring non-conformances and audit observations are acted upon within the required timescale, and reporting the undertaking and outcomes of internal audits at management review.
12. Chair management review meetings ensuring that the established Management Review procedure is adhered to. The Quality Lead shall plan and schedule management review meetings and arrange for all attendees to get the meeting agenda and any other relevant documentation for the meeting.
13. Provide quality awareness training and ensure that all staff are kept up to date regarding procedural changes which may affect their duties.
14. Formulate service level agreements (SLA) in relation to the examination of computer and mobile phone type devices undertaken by the DFU and monitor adherence to those SLAs. Arrange the booking and payment of training identified by the Technical Lead as required.
15. The Quality Lead will advise on the purchase of consumables and of equipment, ensuring that the purchasing procedure is adhered to, and outsourcing services to third party suppliers ensuring that the services adhere to the same quality standards as those of DFU
16. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Responsibility	Decision Making
<p>Has primary responsibility for ensuring the quality system is maintained an monitored through systems audits and inspections and ensuring that the amendments are issued and implemented in a controlled manner</p> <p>Develop and implement operational plans. Managing own professional development. Allocate and monitor the progress and quality of work</p> <p>Ensuring compliance with Force policy relating to the DFU and adherence to ISO standards.</p> <p>Ensuring Humberside Police stay in the forefront of technological changes.</p> <p>The successful securing and retrieval of data from computer systems and other storage devices in accordance with national guidelines.</p>	<p>Make decisions relating to the effectiveness of the digital forensic investigation and digital evidence recovery issues following consultation with the Detective Inspector.</p> <p>Although decisions are made within national guidelines contained in manuals and policy documents, the post holder will be required to use initiative when providing advice at all levels within the organisation often without reference to senior members of staff.</p> <p>The post holder will make strategic decisions in relation to the evaluation and examination of digital data storage medium.</p>
<p>Ensuring third party supplier services are the same quality standards as those of the force DFU.</p>	Additional Information
	<p><b>Designated Powers NO</b>  <b>Politically restricted Yes</b>  <b>Radio Post NO</b>  <b>Uniform Post No</b></p>

<p>The procurement of all equipment used within the Unit, maintaining and efficient inventory of computer hardware and software.</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times.</p> <p>You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing.</p> <p>You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control.</p> <p>You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>		<ul style="list-style-type: none"> <li>You will be confronted with behaviour that is both abusive and violent; this can be of a graphic and distressing nature.</li> <li><u>Travel around the force area</u> If appointed will be expected to travel around the force area to various bases.</li> <li>Physical demanding job requires ability to lift</li> <li>Requires applicant to attend specified training course</li> <li><b>For Link Graded Posts</b></li> <li>This post is a link graded post, meaning you will automatically move your way up through the increments annually, without a barrier between the grades.</li> </ul>	
<b>Reports To:</b>		<b>Direct reports:</b>	
<b>Date Approved by HR Change Specialist</b> <b>25.06.20</b> <b>Janet Jeffrey</b>	<b>Date Approved by HR Specialist Job Design</b> <b>25.06.20</b> <b>Sarah Page</b>	<b>Confirmed by post holder</b> <b>Signature</b> <b>Print Name</b> <b>Date:-</b>	

## Person Specification

		Scale MP7
<b>Attainments/ Knowledge</b>	<b>Essential</b>	Degree in Forensic related environment or equivalent substantial experience in forensic field. Must be willing to undertake the core skills and Data Recovery & Analysis course, Digital Forensics Managers workshop and the foundation course in forensic computing. Must be willing to study and present an annual portfolio of work in order to sustain accreditation within Computer forensics (2012). Has a thorough understanding of relevant legislation, particularly PACE, Criminal Justice Act 2003, Computer misuse Act 1990 and ACPO Good Practice Guide on dealing with electronic evidence. Full driving licence.
	<b>Desirable</b>	Has undertaken the core skills and Data Recovery & Analysis and the Digital Forensics Managers workshop (College of Policing). Has a qualification in forensic computing. Undertaken the Msc in forensic Computing
<b>Experience</b>	<b>Essential</b>	Proven line management experience. Experience of dealing with digital media in a policing environment and a broad understanding of computer and mobile phone forensics. Understanding of quality standards and the development of quality assurance procedures and systems.
	<b>Desirable</b>	Experience in policy and procedure formation. Experience in auditing. Has experience of presenting evidence in court or a public speaking environment. Has experience of working in a secure and confidential environment.
<b>Skills/ Specialisms</b>	<b>Essential</b>	Excellent IT skills Strong leadership and supervisory skills. Is able to collate, analyse and evaluate complex information. Able to prepare well balanced reports in a concise, logical and timely manner. Displays and analytical, methodical and meticulous approach to the execution of tasks Is able to cope with regular exposure to images of extreme violence, obscenity or other disturbing nature. Confident manner with the ability to gain credibility with others.
	<b>Desirable</b>	Experience of managing a budget. Ability to build and motivate an effective team.
<b>Decision Making/ Problem Solving/ Planning</b>	<b>Essential</b>	Is able to manage own workload and that of others to enable deadlines to be met. Proven ability to initiate and manage projects. Ability to work under pressure to tight deadlines. Display a positive approach to problem solving and is able to justify decisions made.
	<b>Desirable</b>	
<b>Codes of Ethics</b>		Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.
<b>Respect for Race &amp; Diversity</b>		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Appreciates other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times and is sensitive to social, cultural and racial differences.
<b>This role requirement is a management document and therefore subject to change</b>		

