

**NOT PROTECTIVELY MARKED**  
**SOUTH YORKSHIRE POLICE PERSON SPECIFICATION**

<b>DEPT/DISTRICT:</b>	<b>SPECIALIST</b>	<b>POST TITLE:</b> Senior Digital	<b>POST NO:</b>
<b>CRIME SERVICES</b>		Forensic Analyst	

<b>GRADE: E</b>	<b>LOCATION: Churchill Way</b>
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The behaviours used for shortlisting can also be tested as interview questions. Interview questions will also be drawn from the behaviours not previously used for shortlisting purposes.

**Key:**

<b>AF</b>	<b>Application Form</b>
<b>R</b>	<b>References</b>
<b>I</b>	<b>Interview</b>
<b>CQ</b>	<b>Certificate of Qualification</b>

\* In the event of a large number of applicants who meet the essential criteria, desirable criteria will be used as a further shortlisting tool.

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.

<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>HOW IDENTIFIED</u></b>	<b><u>SHORT LISTING CRITERIA</u></b>
<b>SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE (LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)</b>				
OCF Level 6 (degree) in a relevant qualification or equivalent industry training	✓		AF, I, CQ	✓
Attended relevant Core Skills and vendor specific courses to an advanced level		✓	AF	✓
Extensive practical application of examining and analysing digital devices to an advanced level, beyond automated processes and decoding any data extracted	✓		AF, I	✓
Excellent understanding of IT hardware /software, including PC architecture, maintenance, operation, connectivity, builds and networking	✓		AF, I	✓
Working knowledge of writing scripts and the ability to code small utilities/tools		✓	AF, I	✓
A thorough understanding and practical application of the relevant digital forensic guidelines and legislation, as a minimum but not limited to; ACPO Guidelines for Computer Based Electronic Evidence, Regulation of Investigatory Powers Act, Human Rights Act, Criminal Procedure and Investigations Act	✓		AF, I	✓
Experience of analysing, interpreting and providing opinion on complex data extracted from digital devices and presenting findings in a report that can be understood by the applicant, Judge and Jury	✓		AF, I	✓

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Thorough knowledge and understanding of Policing procedures and the Court process, including dealing with CPS, Counsel and Criminal Courts in matters relating to digital evidence	✓		AF, I	✓
Possess a working knowledge of TCP/IP technology, with particular reference to computer network/internet vulnerability and hacking techniques		✓	AF, I	✓
Awareness and knowledge of ISO standards and how they will impact the Digital Forensics Unit	✓		AF, I	✓
Experience of decision making in a high pressure environment, with accountability for decisions made	✓		AF, I	✓
Ability to exercise a high degree of confidentiality	✓		AF, I	✓
Previous supervisory experience	✓		AF, I	✓
Awareness of other departments and how they can support/impact on Digital Forensic Investigations, such as Communications Data and Radio frequency Propagation	✓		AF, I	✓
<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>HOW IDENTIFIED</u></b>	<b><u>SHORT LISTING CRITERIA</u></b>
<b>BEHAVIOUR 1</b> <b>Respect for Race and Diversity (A)</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.				
Is polite, tolerant and patient with people inside and outside the organisation, treating them with respect and dignity	✓		AF, I	✓
Experience of maintaining a high level of confidentiality and managing issues of a sensitive nature	✓		AF, I	✓
<b>BEHAVIOUR 2</b> <b>Effective Communication (B)</b> Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed. Makes sure that others understand what is going on.				
Changes the style of communication to meet the needs of the audience	✓		AF, I	✓
Clearly communicates needs and instructions. Checks for understanding	✓		AF, I	✓
<b>BEHAVIOUR 3</b> <b>Planning &amp; Organising (B)</b> Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				
Plans and carries out activities in an orderly and well-structured way	✓		AF, I	✓
Prioritises tasks, uses time in the best possible way, and works within appropriate	✓		AF, I	✓

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policy and procedures				
<b>BEHAVIOUR 4</b>				
<b><i>Problem Solving (B)</i></b>				
Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions				
Gathers information from a range of sources to understand situations, making sure it is reliable and accurate.	✓		AF, I	✓
Analyses information to identify important issues and problems	✓		AF, I	✓
<b>BEHAVIOUR 5</b>				
<b><i>Personal Responsibility (B)</i></b>				
Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.				
Improves own professional knowledge and keeps up to date.	✓		AF, I	✓
Takes action to resolve problems and fulfil responsibilities.	✓		AF, I	✓
<b>BEHAVIOUR 6</b>				
<b><i>Openness to Change (B)</i></b>				
Recognises and responds to the need for change, and uses it to improve organisational performance.				
<b>BEHAVIOUR 7</b>				
<b><i>Strategic Perspective (C)</i></b>				
Looks at issues with a broad view to achieve the organisations goals. Thinks ahead and prepares for the future.				

WFP 11Mar15