


<p>SUMMARY OF MAIN DUTIES</p>	<p>Senior Digital Forensic Analyst Band E</p>	
<p>RESPONSIBLE TO: Digital Forensics Manager</p>		
<p>RESPONSIBLE FOR: Digital Forensic Analyst</p>		
<p>SPECIFIC CONDITIONS OF SERVICE</p>		
<p>Must pass MV vetting Must enter a continual professional development plan as outlined by the DF Manager Work towards obtaining a certified qualification such as EnCE or IASIS Must be able to regularly handle material that may be of an obscene, offensive or distressing nature, including Indecent child Images The post holder may be required to work outside of office hours at short notice Must have the ability to work unsupervised, due to the degree of independence of the role</p>		
<p>SUMMARY OF MAIN DUTIES</p>		
<p>Secure and retrieve data from digital devices and their peripheral items in accordance with national guidelines, utilising proprietary and bespoke software, in order to effect the arrest and conviction of those using computer equipment to commit crime.</p> <p>Analyse and interpret complex data extracted from digital devices, acting as a Force expert in this field.</p> <p>Process the recovered data into a form suitable for investigators to examine for evidential content.</p> <p>Examine the processed data in accordance with best practice and produce resulting information in a form that is readily understood and evaluated.</p> <p>Produce clear, concise reports relating to information recovered from digital devices, providing expert interpretation.</p> <p>Assist officers as appropriate in the execution of search warrants and provide expert advice and guidance on the correct methods of seizing and removing digital devices.</p> <p>Conduct testing of scenarios involving digital devices to assist in proving or disproving accounts provided by suspects, victims or witnesses.</p> <p>Provide supervisory support to the Digital Forensic Analysts, including staff management.</p>		

Mentor other staff within Digital Forensics, specifically those within the Digital Forensic Analyst role, progressing through their continuous professional development and progression plan set out by the Digital Forensics Manager.

Advise and give guidance to interviewers on questions asked and the validity of answers given when interviewing suspects. Explore potential weaknesses in statements to assist officers in obtaining evidence in their investigations.

Present evidence in Court in a clear and comprehensible manner.

Give presentations and briefings as appropriate, in order to fully support investigations and to officers on matters relating to Digital Media Investigations.

Liaise on a regular basis with colleagues in other Law Enforcement Agencies in order to share and learn from best practice.

Research, test and where appropriate recommend the implementation of new products/techniques within the industry.

Develop and maintain expert, up to date technical knowledge of both general and digital forensic procedures. Keeping abreast of developments within the industry in order to secure the success of future investigations and to develop the unit.

Bring any inefficient processes to the attention of the DFU Manager and assist with the development of any solutions, in conjunction with ISO accreditation.

Use the Digital Forensics case management system to record processes, contact with officers and examinations conducted.

Work closely with the other members of the department to ensure effective knowledge sharing across the department and assist officers in the creation of Digital Media Investigation strategies.

Brief senior staff and represent the Force on matters relating to digital forensics.

Support the Digital Media Co-Coordinator and Digital Media Investigators across the Force.

Provide a quality assurance role in respect of any digital forensic examinations carried out by other Forces or external companies. Interpreting statements and providing guidance on future actions to enable officers to understand the implications of the find and adjust investigations in light of the information obtained.

Conduct other associated tasks that are appropriate given the rapid changes in technology and the amendment of practices.

Any other duties commensurate with the grade of the post.

WFP 11 Mar 15