

NOT PROTECTIVELY MARKED
SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

DEPT/DISTRICT:	POST TITLE: Digital Forensic Analyst
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GRADE: Band C/D	LOCATION: Churchill Way
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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:

AF	Application Form
R	References
OT	Occupational Testing
I	Interview
CQ	Certificate of Qualification

* 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.

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE (LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)				
QCF Level 6 (degree) relevant qualification or equivalent industry training	✓		AF, I, CQ	✓
An awareness of Forensic hardware and software	✓		AF, I	✓
Understanding of the processes, procedures and best practice guidance underpinning the examination of digital devices	✓		AF, I	✓
An awareness of different digital device operating systems	✓		AF, I	✓
Experience of dismantling/assembling computers and digital devices, maintaining accurate contemporaneous notes.	✓		AF, I, OT	✓
Be familiar with relevant digital forensic guidelines and legislation, including the Regulation of Investigatory Powers Act, Principles of Human Rights, Criminal Procedure and Investigations Act	✓		AF, I	✓
Ability to adapt to the use of new technology systems and software	✓		AF, I	✓
Experience of report writing	✓		AF, I	✓
Good practical experience of examining a range of digital devices		✓	AF, I	✓

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An awareness of ISO standards and how they affect Digital Forensics		✓	AF,I	✓
Must be willing to commit to completing the appropriate Continual Professional Development Plan.	✓		AF, I, OT	✓
BEHAVIOUR 1				
Respect for Race and Diversity (A)				
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.				
<i>Is polite, tolerant and patient when dealing with people, treating them with respect and dignity.</i>	✓		AF	✓
<i>Uses language in an appropriate way and is sensitive to the way it may affect people.</i>	✓		AF	✓
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
BEHAVIOUR 2				
Personal Responsibility (B)				
Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.				
<i>Takes action to resolve problems and fulfil own responsibilities.</i>	✓		AF	✓
<i>Follows things through to a satisfactory conclusion.</i>	✓		AF	✓
BEHAVIOUR 3				
Problem Solving) (B)				
Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.				
<i>Finds new ways of solving problems.</i>	✓		AF	✓
<i>Carries out research to identify relevant facts that are not immediately available.</i>	✓		AF	✓
BEHAVIOUR 4				
Openness to Change (C)				
Recognises and responds to the need for change, and uses it to improve organisational performance.				
<i>Is willing to change and has a positive attitude towards change.</i>	✓		AF	✓
<i>Adapts to new ways of working and its demands.</i>	✓		AF	✓
BEHAVIOUR 5				
Planning & Organising (C)				
Plans, organises and supervises activities to make sure resources are used efficiently and effectively to achieve organisational goals.				

BEHAVIOUR 6

Effective Communication (C)

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.

BEHAVIOUR 7

Team Working (C)

Develops strong working relationships inside and outside the team to achieve common goals. Breaks down barriers between groups and involves others in discussions and decisions.

WFP 24 May 18