

Date: 28th January 2026
Our ref: FOI/25/015792/H

FREEDOM OF INFORMATION REQUEST REFERENCE NO: FOI/25/015792/H

I write in connection with your request for information dated 06/11/2025, received by Greater Manchester Police (GMP) for the following information:

Q1 - I want all documented information about why the the CSI Quality and Development Co-Ordinator and the DFIU Quality and Development Co-Ordinator Police staff roles have been included in a Forensic Services Senior Leadership GMP Consultation as proposed disestablish posts when these roles are not a part of the GMP Forensic Services Senior Leadership structure.

Q2 - I want any information, documentation and notes in relation to the rationale for disestablishment.

Q3 - I want copies of the job descriptions and their job evaluation records,

Q4 - I want any information recorded about any recruitment for the CSI Quality and Development Co-ordinator role including notes and documentation about the rationale to pause the recruitment despite documented requirement for the role to be recruited critically.

Q5 - I want information about how GMP intendeds to comply with the Forensic Regulators Statutory Code of Practice for the Crime Scene Investigation Unit without the CSI Quality and Development Co-Ordinator.

Q6 - I want any information about how GMP have assessed the need for the CSI Quality and development Co-Ordinator role, what research has been undertaken and any data recorded in this process and how this has resulted in a consultation to disestablish the post.

Q7 – I want to ask for the rationale from chief officers to reclaim the milage for electric vehicle users, when the milage was claimed in line with what the policy was at the time. The milage

policy was changed and then historic milage payments were claimed back. What was the rationale for this change and claim back.

I also asked regarding the same issue if the same action which was applied to police staff was applied to police officers.

Q8 - I want any documentation in relation to the decision to reclaim this milage and who in the organisation authorised this decision.

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information. I can confirm the information requested is held by GMP.

Question 1

No information held. There is no documented information about a disestablishment of these posts because they are not being disestablished.

Question 2

As above. No information held.

Question 3

Please see attached the following:

- Digital Forensics Quality & Development Co-ordinator Job Description
- Crime Scene Investigator Quality and Development Co-ordinator Job Description
- Log (Evaluation Record)

Where redaction occurs within the attached document (Log - Evaluation Record), this relates to Section 40(2) Personal Information, this represents information that identifies a living individual, to disclose this information would breach the principles of the GDPR and the Data Protection Act 2018. Personal data is defined by Article 4 of the GDPR and Part 1 of the Data Protection Act 2018, and means any information relating to an identified or identifiable natural person ('data subject'). An identified natural person is one who can be identified directly or indirectly from that data.

Question 4

No information held. There is no documented rational about the recruitment being paused.

Question 5

As above in question 1. The post is not being disestablished.

Question 6

As above in question 1. The post is not being disestablished.

Question 7

The decision was made from HMRC rules. The information about the rules can be found in the public domain at the following link. [Advisory fuel rates - GOV.UK](https://www.gov.uk/government/publications/advisory-fuel-rates)

Question 8

The decision was made from HMRC rules.

GREATER MANCHESTER POLICE
JOB DESCRIPTION

POST TITLE:	Crime Scene Investigator (CSI) Quality and Development Co-Ordinator
DIVISION/BRANCH:	Forensic Services
SECTION/UNIT:	Crime Scene Investigation Unit (CSIU)
GRADE:	J
RESPONSIBLE TO:	Crime Scene Investigation Unit Managers
RESPONSIBLE FOR:	Quality, Research, Training and Development within the Crime Scene Investigation Unit (CSIU)
AIM OF JOB:	Implementation and management of quality procedures in accordance with the Forensic Science Regulators Codes of Practice including ISO 17020 and other statutory obligations within the CSIU. Coordination of research and development in response to changing science, technology and other factors impacting on the Crime Scene Investigation (CSI) service along with implementation of new techniques and methods, developing the capabilities of the CSIU. Provide supervision of personnel working within the CSI Quality Management team.

MAIN DUTIES AND RESPONSIBILITIES

Supervisory

- To provide direct supervision for the CSI Quality Management staff ensuring management of sickness, capability, discipline, grievance, welfare, and performance for all staff is in accordance with organisational policies and procedures.
- To supervise and support the development of unit policies and procedures to ensure continuous improvements of service and equipment.
- To provide support and guidance to SCSIs, ensuring that administrative, welfare, discipline, career development and specialist training needs are met and that CSI learning and development issues are progressed through training, personal development plans and case reviews.
- To attend crime scenes to review and evaluate working practices, methods, and techniques to support the development and continuous improvement of service.
- Attend scenes in company with CSIs, assessing CSIs for compliance with ISO 17020 technical and quality procedures.
- To effectively communicate any changes to working practices and procedures to all relevant staff and officers and other relevant stakeholders over a variety of dispersed workplaces including out of force locations.
- To comply with and promote ISO 17020 accreditation standards, compliance with the Forensic Science Regulator Codes of Practice and internal procedures to ensure that established procedures are embedded through the CSIU.
- Promote and deliver change in a positive manner ensuring effective communication and support is provided to individuals throughout.
- Responsible for the maintenance of the case/asset/quality management systems, including coordinating and allocating appropriate resources to support improvement and resolve technical matters.
- Compile, assess and report information in relation to the quality and accreditation for use by management. Monitor trends in crime type, CSI techniques, equipment and consumables and advice on new trends/opportunities for conducting Crime Scene Examinations and Research and Development.
- To liaise with the Forensic Services Procedural Standards Manager to deliver a program of regular CSI technical auditing to check compliance in accordance with working practices and procedures.
- Provides leadership and assists with decision making in respect of all quality related issues. Planning and prioritising areas for quality improvement in the light of strategic business objectives.
- To carry out recruitment and selection of staff in accordance with force policy and procedures.
- Responsible for the accuracy and updating of staff duties on the Duty Management System and local rota and authorise leave/CTO, overtime, mileage/expenses compliant with Forensic Services policy and procedures.
- To undertake administration functions using IT applications such as the Forensic Services Works Management Systems.
- To work with Forensic Services Senior Leadership team (SLT) and Procedural Standards Manager to ensure the collation of validation data and production of validation reports that will determine intended accredited processes and competencies.

- To work with Forensic Services SLT and Procedural Standards Manager to develop strategic plans and manage the technical requirements of accreditation in accordance with the FSR Codes of Practice and ISO 17020 providing expertise and senior decision making.
- To attend relevant unit governance meetings locally and nationally as required.
- To attend and represent the Force at local, regional, and national meetings to develop and build relationships to understand best practice and support accreditation and quality requirements.
- To deal with serious and disturbing material when attending crime scenes and reviewing cases to enable test cases to be developed and implemented.

Coordination

- Coordinate projects, tasking and allocating activities and resources to ensure an effective response to Crime Scene Examination developments.
- Manage, review, and assess the suitability of sub-contractors including, but not limited to outsourced contractors and service providers.
- Manage and coordinate dip-sampling and peer reviews of a range of technical work undertaken by the CSIU and where applicable, any outsource providers.
- To provide a proactive approach to the development of current and potential technical systems/equipment and methods by attending conferences and workshops, seminars, exhibitions etc, and assisting the SLT in preparing business cases and budget bids to enhance the Scene Examination capabilities of the CSIU.
- Coordinate, support and contribute towards research and development of new techniques and methods in response to changing technologies and the requirement for continuous improvement, ensuring the forces crime scene examination capabilities becomes and remains a centre of excellence for Crime Scene Investigation.
- Coordinate the development of methods and techniques to assist and support Crime Scene Investigations.
- Develop operational working relationships with other investigative units within GMP in order to improve the Forces Crime Scene Investigation capabilities, particularly around using Research and Development to put CSIU at the forefront of forensic technical capabilities and ensuring the processes are validated to implement in working practices.

Quality Standards

- Responsible for researching, developing and writing and implementing CSI technical and quality procedures in compliance with ISO 17020 and FSR codes of conduct.
- Responsible for assessing the quality of specialist / technical work undertaken by the CSIU and proposing and implementing new procedures and practices to ensure quality standards are maintained and improved.
- Overall lead on validation and / or verification within the CSIU, developing the validation plan and ensuring the plan is carried out and reporting on subsequent outcomes.
- Review and assess CSI technical and quality procedures to ensure compliance with FSR codes of conduct, ISO 17020 and other related publications and future iterations.

- To ensure the demands of deadline dates for UKAS, Procedural Standards Unit and other units are met in a timely manner.
- Significant involvement in the UKAS ISO Accreditation assessment visits, answering questions, discussing validation and process decisions.
- Attend monthly Quality meetings and annually Quality Management Review meetings presenting CSI quality management information.
- Work closely with the procedural standards unit to ensure the CSIU is working to up-to-date guidelines and recommendations.
- To commit to and take responsibility for participating in continuous development and proficiency / ongoing competency testing.
- Overall responsibility for reviewing, assessing, co-ordinating and participating in audits and proficiency testing/Interlab testing for the CSIU.
- To attend Force, Regional and National meetings, project groups, training sessions and external conferences to represent the CSI Quality Unit and the Force.
- Manage, review and evaluate to continuously develop the CSI Training and Competency Framework.
- Devise, develop, and be the overall lead for the CSI competency assessments and ongoing dip sampling, reporting the results accordingly.
- To monitor and assess by way of dip sampling to ensure that staff are working in compliance with the CSIU investigative quality standards and any accreditation requirements that are in place. Ensure that any issues of quality or non-conformance or training needs are dealt with or escalated if/where necessary.
- Maintain awareness of forensic developments and technological advances to contribute to the planning, design, implementation, and evaluation of CSIU training requirements, identifying key areas for development and recommendation for change.
- Provide advice and guidance in relation to best practice, continuous development, and improvement across CSIU, taking into consideration effectiveness and value to the investigative process.
- Identify, record, and investigate non-conformances in relation to quality practices. Discuss non-conformances with relevant Managers and Supervisors (to ensure resolution). Ensure the implementation of any improvements.
- Devise, implement, maintain, and continuously improve a robust Quality Management System throughout the CSIU.
- Arrange and chair meetings as appropriate with relevant parties to investigate and resolve issues and plan appropriate outcomes, making proposals for amendments to policy and procedures.
- Liaise with GMP staff/officers, external agencies, senior management, and non-specialists to advise them in relation to best practice and procedures for investigating volume/serious and major crime scenes in accordance with nationally agreed protocols, law, legislations and the FSR codes of practice. This can be communicated both orally and in writing and can often be complex and contentious.
- Provide and deliver management data and reports to stakeholders at Branch, District and Force Command level.
- To review, evaluate and maintain CSI equipment standards and ensure that all CSI staff have correct and fit for purpose consumables and equipment.
- Manage and monitor budgetary expenditure in relation to equipment and consumables.

Training and Development

- Provide advice and training to individuals within CSIU in accordance with Force and Branch requirements to improve the quality of scene examinations.
- To create, implement and deliver CSI specialist and technical training in a learning environment within GMP in accordance with best practice and national standards.
- To facilitate on internal and or external courses and provide training, expertise, and advice to assist in the development of CSIU staff and GMP staff.
- To develop, coordinate, and deliver CPD sessions, training inputs, technical workshops, and other events to ensure CSIU staff meet the organisational and individual training needs. Whilst ensuring staff have a sufficient career development pathway and the Forces forensic capability becomes and remains a Centre of Excellence for Crime Scene Investigation.
- To undertake environmental scanning and research for new investigation techniques, tools, equipment and technologies that will improve the quality and quantity of evidence and lead to improvements in procedures.
- Maintain appropriate training and competency records.
- Coordinate the CSIUs research and development functions including (but not restricted to) photography, forensic science, DNA advances, fingerprints etc. in order to keep up to with developments and changes in technology in an efficient and effective manner.
- When required to, using forensic software i.e. Socrates, digital camera and validated processes whilst keeping a full log of steps and processes undertaken conduct thorough yet focused Crime Scene Investigation reviews on equipment, consumables and other material that require in depth investigation.

Forensic Specific

- Maintain technical knowledge and experience by attending scenes of all crime types in company with CSIs and SCSIs.
- Undertake competency assessments in relation to the role ensuring technical knowledge is maintained.
- Attend any relevant training courses in line with the role e.g. Breakaway training, assessors' course.
- Enforce compliance with ISO accreditation standards and internal procedures to ensure that established ISO quality and process procedures are being followed by the appropriate personnel at all times.
- Ensure quality standards within Forensic Services are maintained, including staff competence, and that any identified corrective or preventive actions are investigated and resolved.
- Monitor and evaluate the effectiveness of the Quality Management System and improvement programmes.
- Maintain compliance with current quality policies, procedures and objectives by keeping informed of the latest updates / modifications related to ISO quality systems.
- Comply with and promote ISO 17025 accreditation standards, compliance with the Forensic Science Regulator Codes of Practice and internal procedures to ensure that established procedures are embedded throughout the section.
- Ensure that ISO accreditation standards and the Forensic Services Quality Management Systems are adequately maintained and continuous improvements are implemented.

- Commit to and take responsibility for participating in continuous professional development and proficiency / competency testing.

General

- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore, when inputting, updating, and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures, and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision "Protecting society and keeping people safe".

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

Our Leadership Expectations are:

Inspiring Others

Listening to, involving and motivating others to take action and behave with courage and integrity

Enabling Change and Improvement

Taking responsibility to solve problems, implement change and make improvements to our services

Developing Yourself and Others

Developing yourself and others to succeed and increase their contribution to GMP

Responsibility for/to the Team

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

Working in Partnership

Working as one GMP team and with external partners to achieve results that benefit GMP and our communities

Demonstrating Respect and Compassion

Treating all our people, partners and communities with respect and compassion

Service Delivery

Delivering excellent policing services to the people of Greater Manchester

Leaders have been identified at four levels:

- Peer
- First
- Middle
- Senior

The **CSI Quality and Development Co-Ordinator** has been identified as: **A First Line Leader**

Please Note: As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

For more information on our leadership expectations please visit our website:

www.gmp-recruitment.co.uk

PERSON SPECIFICATION
CSI Quality and Development Co-Ordinator
Forensic Services

Short-Listing Criteria	Essential / Desirable (E/D)	Assessment of Criteria (How the shortlisting criteria will be assessed)
<u>Qualifications/Education</u>		
To hold a recognised qualification (e.g. Degree and/or a management qualification) or equivalent experience.	E	AF / C / T / I
Has successfully completed the following courses - CSI National training courses (Stage 1) or equivalent. - CSI National training courses (Stage 2) or equivalent.	E	AF / C
Successfully completed a Crime Scene Managers Course. *	D*	Required on appointment to post
Successfully completed an Internal Auditors Course. *	D*	Required on appointment to post
Successfully completed assessors training. *	D*	Required on appointment to post
Successfully completed Training Essentials Programme (or equivalent). *	D*	Required on appointment to post
<u>Knowledge and Experience</u>		
Substantial relevant experience of working in an ISO accredited scientific environment.	E	AF / T / I
Operational experience in the role of Crime Scene Investigator.	E	AF / T / I
Knowledge and experience in the development and delivery of staff training and development programmes.	E	AF / T / I
Problem solving experience with the ability to assess/resolve issues logically and objectively.	E	AF / T / I
Excellent IT skills including experience of spreadsheets.	E	AF / T / I
Flexibility to work under pressure to strict deadlines, whilst maintaining a good level of performance, high levels of accuracy & attention to detail.	E	AF / T / I
Detailed knowledge of ISO 17020 and experience of Quality Management Systems and the process of accreditation in a CSIU working environment.	E	T / I
Experience of interpersonal skills; the ability to develop strong working relationships & work effectively with people across different levels.	E	AF / T / I
Experience in managing performance.	E	AF / T / I
Operational experience in the role of Crime Scene Manager.	D	AF / T / I

Experience in managing a range of projects, teams, and staff.	D	AF / T / I
Skills		
Capable of analysing, interpreting, preparing, and presenting performance information.	E	AF / T / I
Prioritisation skills.	E	AF / T / I
Excellent communication skills, both verbal & written.	E	AF / T / I
Capable of managing budgets.	D	AF / T / I
Other		
Has achieved a good attendance record.	E	AF
Prepared to work abnormal hours when necessary.	E	AF
Full UK driving licence and vehicle available for business use.	E	AF / C
Must be prepared to represent the Force/ Branch on National work groups and influence standards and training directives.	E	AF
Conversant with equal opportunities/ Health and Safety and other relevant legislation.	E	AF
Willing and able to attend relevant training courses (e.g., OST training etc).	E	AF
As a condition of being appointed to this post an individual will be required to provide a DNA sample and fingerprints. This is to assist in the elimination of identified samples from crime scenes they may attend.	E	AF

Key

AF(E)	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

Please note:

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in GMP's - development review process.
- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.

Digital Forensic Quality & Development Coordinator (Grade J)

Factor	Level	Points
Management of People	410	58
Creativity and Innovation	5	76
Contacts and Relationships	4	74
Decisions:	4	68
Decisions: Consequences	3	36
Resources	1	10
Work Demands	3	24
Physical Demands	1	6
Working Conditions	1	6
Work Context	2	16
Knowledge and Skill	5	176
Total Points		550
Grade		J

Log

Panel queried MOP, CI, CR, DEC, CON, WD, WCxt with [redacted] on 21.07.2017. MOP confirmed as 410 due to project management and allocation of work to project members etc (JD needs to be updated to reflect this). CI a 5 as they are leading on the development of new strategies etc (JD needs to be updated to reflect this). CR a 4 as no negotiation/tact/persuasion skills required. DEC a 4 as setting standards of work. Need to further clarify if CON a 3 or 4 (won't affect grade either way). WD a 3 as work is more longer planned rather than frequently changing circumstances. WCxt a 2, although might be less frequent than the others, the risk of harm is still there. [redacted] tidied JD and sent to [redacted] 25.07.2017 and confirmed grade J, subject to a few amendments being made and also [redacted] to confirm a number of other points. [redacted] replied 01.08.2017. Updated JD and sent back to [redacted] 01.08.2017 (just need to check with [redacted] re. CON - either 3 or 4 won't affect the grade. [redacted] confirmed he agrees with a 3 on 16.08.2017).

New tracked changed version received 25.10.2017 following consultation. New JD saved over previous version. Change of title/unit following consultation confirmed by [redacted] 25.10.2017. 3 additional bullets added to the JD and re-word of first paragraph. Panel to review but even if DEC and CON were to increase, still a grade J (asked [redacted] to review 08.11.2017 - both confirmed they were happy scores don't change as a result). JD updated and sent back 30.10.2017.

CSI Quality and Development Coordinator (Grade J)

Factor	Level	Points
Management of People	420	64
Creativity and Innovation	5	76
Contacts and Relationships	4	74
Decisions:	4	68
Decisions: Consequences	3	36
Resources	1	10
Work Demands	3	24
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
Knowledge and Skill	5	176
Total Points		568
Grade		J

Log

This is a new JD from [redacted] in Forensic Services. The title is very similar to the Forensic Digital Quality and Development Coordinator; however, [redacted] has checked and the JDs are very different. [redacted] has stated that [redacted] has written the JD from scratch and this appears to be the case. [redacted] to set up a panel.

21/06/2023: The initial panel meeting has taken place for this JD. It does appear to be quite similar to the Grade J Digital Forensic Quality and Development Coordinator as some of the same bullet points are included in both and others have been re-written to fit the context of this role. Some of the factor scores have changed as the CSI role appears to be field based, requiring the incumbent to be present and scenes of crime; however, at this stage the grade outcome is a Grade J in line with it's counterpart. The panel do have a few questions that will help with the final scores for MoP and CR. [redacted] to speak with [redacted] re the panel's questions.

20/07/2023: The panel have reconvened to discuss the further information from [redacted] There is no dispersal for this role and the role holder will be managing a team of 6 people. [redacted] stated that the work demands is very similar to the FDQDC and therefore the panel award this JD at 3 for WD. The panel were originally discussing WCxt and considering this being higher than a 2 based on the JEQ. [redacted] has stated that the incumbent will attend crime scenes on a regular basis but they will be attending to a mix of scenes and not every scene will be "worst case scenario"; the panel have decided to stick to a 2 in-line with the FDQDC. [redacted] gave an example of the incumbent working with UCAS accreditation third parties to make sure that GMP were complying with national guidelines, if this is not done correctly then GMP could lose the ability to conduct forensic investigations. The panel are happy with the CR remaining at a 4

09/08/2023: Confirmation of the evaluation being complete has been emailed
checked which standard wording wanted, be it the supervisor wording or the manager
wording and asked for both as long it wasn't to repetitive. Both standing wordings for
managers have been included in the JD and asked to check over it to make sure
didn't think there was too much repetition. Awaiting to hear back from

The evaluation is now complete

15/09/2023: The JD had not been attached to the previous email The JD has been
emailed to today to check for duplications. Awaiting to hear back from

GREATER MANCHESTER POLICE

JOB DESCRIPTION

POST TITLE:	Digital Forensic Quality & Development Co-ordinator
DEPARTMENT/DIVISION/BRANCH:	Serious Crime Division, Forensic Services
SECTION/UNIT:	Digital Forensic Investigation Unit (DFIU)
GRADE:	J
RESPONSIBLE TO:	Digital Forensic Investigation Unit Manager
RESPONSIBLE FOR:	Quality, Research and development within the Digital Forensic Investigation Unit.
AIM OF JOB:	Implementation and management of quality procedures in accordance with the Forensic Science Regulators Codes of Practice including ISO17025 within the Digital Forensic Investigation Unit. Coordination of research and, development in response to changing technology and other factors impacting on the Digital forensic Investigation service along with implementation of new techniques and methods, developing the capability of the DFIU. To support the development and promotion of GMP as a Centre for Excellence for digital forensics and investigation.

MAIN DUTIES AND RESPONSIBILITIES

- To attend relevant unit governance meetings as required.
- Reporting to the Procedural Standards Manager in relation to quality, responsible for digital forensic quality in accordance with the requirements of the Forensic Science Regulators Codes of Practice and ISO 17025, to include, staff competency, proficiency testing, use of digital forensic tools/techniques and development of units policies and procedures.
- Working to the Forensic Services Procedural Standards Manager, deliver a programme of regular auditing to check compliance, competence and drive on-going standards improvement.
- Supporting the Forensic Services Procedural Standards Manager and Digital Forensic Investigation Unit Manager to ensure the collation of validation data and production of validation reports that will determine intended accredited processes and competencies.

- Co-ordinate dip-sampling and peer reviews of a range of technical work undertaken by the DFIU and where applicable, any outsource providers.
- Coordinate projects, tasking and allocating activities and resources to ensure an effective response to technological developments.
- Be responsible for the maintenance of the case/asset/document management systems, including co-ordinating and allocating appropriate resources to support improvements or to resolve technical matters.
- Review, assess and participate in Proficiency test/interlab testing for the unit.
- Review and assess the suitability of sub-contractors including, but not limited, to outsource providers.
- Working with the Procedural Standards Unit, identify relevant quality-related training needs and ensure delivery of training.
- Represent the Force at local, regional and national meetings in order to develop useful networks, understand best-practice, and support accreditation and quality requirements.
- Liaise with GMP staff/officers, other agencies & senior management to advise them in relation to best practice and procedures for investigating digital and electronic devices in accordance with nationally agreed protocols, law, legislations and the NPCC (National Police Chiefs Council) Good Practice Guide for Digital Evidence.
- Developing operational working relationships with other Investigative Units within GMP in order to improve the Forces digital Investigation capability, particularly around using Research & Development to put the DFIU at the forefront of forensic technical capability and ensuring that processes are validated and procedurally sound.
- Co-ordinate the development of tools and techniques to assist and support digital forensic investigations.
- Provide training, expertise and advice to GMP staff by assisting with CPD days, briefings, presentations and providing guidance on digital investigations.
- By way of dip sampling to monitor and assess (peer-review) detailed reports and statements produced by staff at the completion of cases to ensure that they meet with the Units investigative quality standards and any accreditation that is in place. Ensure that issues of quality are escalated and dealt with if/where necessary.
- Coordinate, support and contribute towards research and development of new techniques and methods in response to changing technologies and the requirement for continuous improvement, ensuring the forces digital forensic capability becomes and remains a Centre of Excellence for digital forensic investigation.
- To commit to and take responsibility for participating in continuous professional development and proficiency / competency testing.
- Compile, assess and report information in relation to the quality and accreditation for use by management. Monitor trends in crime type, device type and advise on new trends/opportunities for conducting digital investigations and Research & Development.
- Co-ordinate the DFIUs Research & Development functions including (but not restricted to) tackling encryption, password cracking and data recovery functions such as Chip-Off/JTAG etc. in order to keep up with developments and changes in technology in an efficient and effective manner.
- Prepare statements, evidential reports and attend court when required.

- When required to, using forensic software (i.e. EnCase, XWAYS), hardware and validated processes whilst keeping a full log of steps and processes undertaken conduct thorough yet focused digital forensic investigative reviews on computers, and other digital devices including smart phones that require in-depth investigation.
- To help develop the training provision of the Digital forensic Investigation Unit. Ensuring that staff has adequate career development and that the Forces forensic capability becomes and remains a Centre of Excellence for digital investigation.
- Promote and deliver change in a positive manner ensuring appropriate communication and support is provided to individuals throughout.
- Undertake environmental scanning and research for new investigation techniques, tools software and technologies that will improve the quality quantity of evidence and lead to improvements in procedures.
- Supervise and support the development and continuous improvement of service and evidential products provided to investigating officers and disseminating and communicating these changes to all relevant staff and officers.
- Supporting the Digital Forensic Investigation Manager and working with the Forensic Services Procedural Standards Manager and individual supervisors within the Digital forensic Investigation Unit to develop strategic plans and manage the technical requirements of accreditation in accordance with the Forensic Science Regulators Codes of Practice and ISO 17025, providing expertise and senior decision making.
- Comply with and promote ISO 17025 accreditation standards, compliance with the Forensic Science Regulator Codes of Practice and internal procedures to ensure that established procedures are embedded throughout the section.
- Provide a proactive approach to the development of current and potential technical systems/techniques by attending conferences and workshops, seminars, exhibitions etc, and assisting the Unit manager in preparing business cases and budget bids to enhance the digital forensic capabilities of the DFIU.
- To deal with serious or disturbing material.
- To maintain awareness of Force and Departmental policies and procedures.
- To enforce, promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when

inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.

- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

Forensic Specific

- Enforce compliance with ISO accreditation standards and internal procedures to ensure that established ISO quality and process procedures are being followed by the appropriate personnel at all times.
- Ensure quality standards within Forensic Services are maintained, including staff competence, and that any identified corrective or preventive actions are investigated and resolved.
- Monitor and evaluate the effectiveness of the Quality Management System and improvement programmes.

Digital Forensic Investigation Unit Specific

- Support the development and promotion of GMP as a Centre of Excellence for digital forensic investigation.
- Support and contribute towards research and development of new techniques and methods in response to changing technologies and the requirement for continuous improvement, ensuring the forces digital forensic capability becomes and remains a Centre of Excellence for digital forensic investigation.

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/ SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision "Protecting society and keeping people safe".

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

Our Leadership Expectations are:

Inspiring Others

Listening to, involving and motivating others to take action and behave with courage and integrity

Enabling Change and Improvement

Taking responsibility to solve problems, implement change and make improvements to our services

Developing Yourself and Others

Developing yourself and others to succeed and increase their contribution to GMP

Responsibility for/to the Team

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

Working in Partnership

Working as one GMP team and with external partners to achieve results that benefit GMP and our communities

Demonstrating Respect and Compassion

Treating all our people, partners and communities with respect and compassion

Service Delivery

Delivering excellent policing services to the people of Greater Manchester

Leaders have been identified at four levels:

- Peer
- First
- Middle
- Senior

The **Digital Forensic Quality & Development Co-ordinator** has been identified as: **A Middle Leader**

Please Note: As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

For more information on our leadership expectations please visit our website
www.gmp-recruitment.co.uk

PERSON SPECIFICATION
Digital Forensic Quality & Development Co-ordinator
SERIOUS CRIME DIVISION, FORENSIC SERVICES

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<u>Qualifications/Education</u>		
Bachelor's Degree in a digital forensic/computer science based subject. Or Worked as a Senior practitioner within a Digital Forensic subject/discipline.	E	AF/C
Post Graduate Cert/Dip/MSc in Forensic Computing.	D	AF/C
Completed and achieved training in main forensic tools including X-Ways, EnCase, UFED and/or XRY.	D	AF/C
Successfully completed an ISO/IEC 17025 awareness and internal auditor's course. *	D*	AF/C
<u>Experience</u>		
Experience in creating, implementing and maintaining policies/procedures relating to digital forensics including: digital forensic methods, general policy, staff competency and validation of methods.	E	AF/I
Experience as a practitioner in a digital forensic/investigation subject (computers or/and mobile phones).	E	AF/I
Experience of creating, developing and/or co-ordinating policy relating to an investigative environment.	E	AF/I
Experience in co-ordinating and/or managing change processes in a rapidly changing digital environment.	E	AF/I
Experience of researching, developing and documenting new techniques in a digital environment.	E	AF/I
Experience of training/mentoring staff.	E	AF/I
Experience of dealing with the UK Legal System including Courts & CPS.	D	AF/I
Experience in the recruitment and selection of staff.	D	AF/I

Supervised staff in a digital forensic/investigation environment.	D	AF/I
<u>Knowledge</u>		
Detailed working knowledge of the provision of forensic services to the investigation of digital and electronic crime.	E	I
Practical knowledge of the main functions and types of devices subject to investigation and the methods used to extract evidence from devices.	E	I
Practical knowledge of the techniques and methodology used during the course of a digital forensic investigation, including testing and conducting research/development.	E	I
Thorough knowledge and understanding of the ACPO Good Practice Guide for Digital Evidence and associated best practice and principle.	E	I
Knowledge of Cloud services and evidential opportunities which exist therein.	E	I
Understanding of the principles of method validation within a rapidly changing digital forensic environment.	E	I
Knowledge of the Forensic Science Regulators Code of Conduct and guidance relating to the implementation of accreditation in a digital environment.	E	I
Knowledge and experience of quality management systems and the processes of external accreditation.	E	I
A good understanding of legislation including. Computer Misuse Act, RIPA, Investigatory Powers Act, PACE, legislation applicable to CSE, online sexual offences & Online CSE, in relation to digital investigation.	D	I
<u>Skills/Abilities</u>		
Ability to communicate with senior leaders to provide advice and inform strategic direction relating to digital investigations.	E	AF/I
Use a value based approach to ensure that processes are as efficient and effective as possible, removing waste.	E	AF/I
Excellent interpersonal skills with the ability to work effectively with people at all levels and with different levels of technical understanding.	E	AF/I
Ability to secure the confidence of a team through an ongoing change process by securing buy in	E	AF/I

and consensus.		
Ability to work well under pressure, maintaining awareness of a high number of technical processes and workstreams which are conducted by the Unit.	E	AF/I
Capable of maintaining confidentiality.	E	AF/I
Ability to assess, decide/resolve issues logically and objectively.	E	AF/I
Have the ability to manage a variety of different projects/issues at any given time and possess the resilience/aptitude to modify plans/ assess priorities at short notice according to the requirements of the service.	E	AF/I
<u>Other</u>		
Has achieved a good attendance record.	E	AF(E)
Full UK driving licence.	E	AF(E)
As a condition of being appointed to this post an individual will be required to provide a DNA sample and fingerprints. This is to assist in the elimination of identified samples from crime scenes they may attend or from exhibit handling within the DFIU.	E	
Willing to have appropriate vaccinations and keep them up to date.	E	
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting.	E	

Key

AF(E)	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in GMP's - development review process.

- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.