Information Access Unit
Information Management and Data
Directorate

Date: 30/09/2026
Our ref: 01/FOI/26/017579/H

FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/26/017579/H

I write in connection with your requests for information dated 03/09/2026 & 08/09/2026, received by Greater Manchester Police (GMP) for the following information:

REQUEST 1:

I am writing to submit a Freedom of Information (FOI) request regarding the job evaluation process for the following roles, which are subject to the Forensic Services Branch (FSB) consultation:

- Digital Forensic Assistant Manager (Grade K)
- Digital Forensic Investigation Supervisor (Grade J)
- Senior Digital Forensic Investigator (Grade I)
- Digital Forensic Investigator (Grades F-H)
- Digital Forensic Technician Supervisor (Grade I)
- Digital Forensic Technician (Grades D-E)

I kindly request the following information:

1. *Copies of the job descriptions and Job Evaluation Questionnaires (JEQs) used to assess the grading of the roles listed above.*
2. *Details of the scoring methodology, assessment criteria, and evaluation process used to determine the grades of the roles listed above, including how the outcomes were reached.*
3. *Any supporting documentation, records, notes, or correspondence relating to the grading assessments and decision-making process.*
4. *Copies of any criteria, matrices, policies, guidance documents, or other supporting materials used by the assessor(s) when undertaking the evaluations.*

REQUEST 2:

I am writing to submit a Freedom of Information (FOI) request regarding the job evaluation process for the following roles, which are subject to the Forensic Services Branch (FSB) consultation:

- Forensic Case Management and Reception Manager (Grade L)

I kindly request the following information:

1. Copies of the job descriptions and Job Evaluation Questionnaires (JEQs) used to assess the grading of the roles listed above.
2. Details of the scoring methodology, assessment criteria, and evaluation process used to determine the grades of the roles listed above, including how the outcomes were reached.
3. Any supporting documentation, records, notes, or correspondence relating to the grading assessments and decision-making process.
4. Copies of any criteria, matrices, policies, guidance documents, or other supporting materials used by the assessor(s) when undertaking the evaluations.

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police to locate information relevant to your request. I can confirm that the information you have requested is held by Greater Manchester Police. However, I am not obliged to supply all the information you have requested as exemptions apply.

When refusing to provide such information because an exemption applies, Section 17(1) of the Freedom of Information Act 2000 requires GMP, to provide you - the applicant - with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies.

Some of the information you have requested in question 4 is exempt under **Section 21 – Information accessible to applicant by other means** and **Section 31(1)(a)(b) – Law Enforcement.**

GMP use the Greater London Provincial Council Job Evaluation Scheme 2016 when evaluating job roles. This is exempt under S21 as a copy of this procedural agreement is publicly available here: GLPC job evaluation scheme | London REO. S21 is an absolute exemption and there is no requirement to consider the public interest when using this exemption.

The branch structure of the Forensic Services Branch was also used. This is exempt under S31. Section 31 is a qualified and prejudice-based exemption and as such, subject to a harm and public interest test.

S31(1) - Evidence of Harm

A Freedom of Information Act request is not a private transaction. Both the request itself and any information disclosed, are considered suitable for open publication. This is because under

the Act, any information disclosed is released into the wider public domain, effectively to the world, not just to an individual.

Whilst not questioning the motives of the applicant, providing any further information relating to specific departments and functions within Greater Manchester Police would reveal our operational capability, which would be of intelligence value to criminals.

Disclosure of resources at the police's disposal, including resources used for specialist forensic analysis will mean that those members of the public who are committing crimes and pose a risk to the public, would be able to formulate ways to circumvent or overwhelm GMP's forensic capabilities. If disclosed the tactics used by GMP will become less effective and will mean that the police are not able to detect and prevent crime, apprehend, or prosecute offenders or to administer justice for the wider community.

There is always a duty of care to the general public and the Police Service has a clear responsibility to ensure the prevention or detection of crime, and the apprehension or prosecution of offenders is always delivered. There are several tactics available to the Police Service to ensure the effective delivery of operational law enforcement. In this case, specialist forensic activity is required to undertake fair investigations where it may be necessary to progress a range of reasonable lines of enquiry.

As such, the disclosure of any further information which would hinder the forces law enforcement functions cannot be in the public interest.

Public Interest Test

Factors favouring disclosure for S31 - Where public funds are being spent, there is a public interest in accountability and justifying the use of public money. Disclosure of the requested information would enable the public to assess whether the force has appropriately taken steps to help reduce and detect crime by such means as employing sufficient forensic specialists. Release would enhance public debate as to whether the force is appropriately and effectively engaging with the evolving threat posed by criminals.

Factors against disclosure for S31 - Disclosure that reveals our operational capabilities would compromise law enforcement tactics. Criminals could use the information to target areas of perceived weakness believing that their activities are less likely to be detected. It may be used by criminals who are intent on pursuing their criminal activity, to identify and exploit the limitations of these resources.

To release information relating to operational capacity and capability utilised for forensics would have a detrimental effect on our policing capabilities. Therefore, to mitigate any risks, disclosure of this information needs to be protected, to ensure that those with intent to do so cannot manipulate it or undermine its purpose in any way.

Any disclosure of information which would compromise law enforcement tactics and thus lead to more crime being committed by reducing the opportunity for the prevention and detection of crime, would therefore increase the risk to public safety, which is not in the public interest.

Balancing Test

Law enforcement is of paramount importance, and the Police service will not disclose information if to do so would undermine its purpose and place the safety of individuals at risk. Whilst there is a public interest in the transparency of using public money in policing appropriately and effectively engaging with the threat posed by criminals, there is a very strong public interest in safeguarding the integrity of police investigations and operations in this area.

As much as there is public interest in knowing that policing activity is appropriate and balanced in matters of law enforcement, this will only be overridden in exceptional circumstances. Any disclosure which hinders our capability and assists criminals cannot be in the public interest.

It is for these reasons that I have determined that the balance test favours non-disclosure of the requested information.

Additionally, where redactions occur in the attached documents, that is because that information is exempt from disclosure by virtue of the following exemption: **Section 40(2) – Personal Information.**

Section 40(2) represents information that identifies a living individual, to disclose this information would breach the principles of the Data Protection Act 2018. Personal data is defined by Section 1 of the Data Protection Act 2018 and means data that relates to an individual who can be identified directly or indirectly from that data. Section 40 is an absolute exemption and there is no requirement to conduct a public interest test for such data.

CAVEATS

The job evaluation questionnaires are the personal assessments of the relevant staff member prior to the panel meeting and therefore will not necessarily reflect the consensus over the grading assessment pre-consultation.

The information provided is correct as of the date of your request.

The consultation is ongoing, and final decisions have not yet been made.

Please see the attached documents.

GREATER MANCHESTER POLICE
JOB DESCRIPTION

POST TITLE:	Procedural Standards Manager
DEPARTMENT/DIVISION/BRANCH:	Forensic Services Branch
SECTION/UNIT:	Forensic Governance
GRADE:	L
RESPONSIBLE TO:	Head of Forensic Governance
RESPONSIBLE FOR:	Procedural Standards and Quality Management Teams
AIM OF JOB:	Provide strategic leadership for the Procedural Standards Unit and for the management and development of individuals and teams across the entire Forensic Services Branch. Oversee and coordinate comprehensive specialist forensic learning and development across the Forensic Services Branch and wider organisation. To oversee, coordinate, ensure and support the delivery of compliance with the Forensic Science Regulator Act (2021), Forensic Science Regulator Code of Practice and other required standards. To lead and promote performance improvement and development in accreditation and quality standards in support of the business needs of the branch. To ensure the provision of effective, efficient and comprehensive learning and development processes for the Forensic Services Branch and wider organisation in relation to specialist forensic requirements.

MAIN DUTIES AND RESPONSIBILITIES

- Provide strategic leadership for the management of individuals and teams at all levels within the Forensic Services Branch and specifically within the Procedural Standards Unit (PSU).

- Provide cover for the Head of Governance as required.
- Measure the effectiveness of the PSU in its contribution to the investigation and detection of volume, serious and major crime, ensuring adherence to the Force's priorities, risk, harm and threat.
- To lead and promote performance improvement in the PSU, ensuring effective use of the ADR process.
- Develop KPIs, monitor and manage the unit and individual performance, reporting against agreed objectives, ensuring continuous improvement and alignment to force priorities.
- To support, mentor and develop supervisors and staff.
- Act as GMP's lead specialist for quality management and compliance with the Forensic Science Regulator Act (2021), the Code of Practice and related standards. Providing senior specialist leadership and operational direction for forensic quality matters and leading the development, implementation and oversight of the Quality Management System to ensure quality standards are embedded, monitored and maintained across all forensic activities, under the strategic oversight of the Head of Forensic Governance.
- To develop and oversee training provision, reviewing courses to meet local and national requirements, and ensuring staff are fully competent, support in career development and engaged in continuous professional development.
- Lead and inspire individuals and teams throughout change, ensuring it is approached positively, in a supportive way and with clear communication throughout.
- Attend meetings, project groups, training sessions and external conferences locally, regionally and nationally to represent Forensic Services and GMP and to give presentations on forensic-related matters.
- Initiate, lead and deliver forensic improvement projects/initiatives which evaluate and enhance processes, operating procedures and new technologies, to deliver improved performance and high-quality forensic services with demonstrable value for money.
- Develop and maintain quality policies and procedures, ensuring compliance with regulatory standards, current legislation, national guidelines and statutory regulations.
- Develop and monitor feedback systems to strengthen the Quality Management System, improve technical operations and lead investigations into complaints from internal and external stakeholders, ensuring findings are evidenced and addressed.
- Identify quality failures and ensure appropriate investigations are conducted, identifying, implementing and overseeing root cause and trend analysis and impact assessment to implement preventative measures and continuous improvement.
- Ensure significant quality failures that may impact accreditation, adversely affect any investigation or create adverse public interest are identified and reported on behalf of the Senior Accountable Individual (SAI) to the Forensic Science Regulator in accordance with the requirements of the Forensic Science Regulator Act (2021).
- Plan, manage and maintain a high quality, effective audit schedule comprising both internal and external audits.
- Train, authorise, mentor and supervise internal auditors. Review and authorise audit reports. Personally undertake audits of key areas.
- Provide leadership in understanding and managing the risks associated with forensic accreditation, anticipating issues and guiding the organisation's response as the subject matter expert.

- Improve and maintain quality standards across the Forensic Services Branch by upholding staff competence, validated methods, quality-assurance processes and documented procedures. Investigate and resolve any corrective or preventative actions identified.

- Drive quality assurance by embedding robust, validated processes across the Branch, monitoring the effectiveness of the Quality Management System, ensuring compliance and continuous improvement in line with regulatory standards.

- Lead the planning, coordination, and delivery of all activities required for successful assessments, ensuring effective implementation and closure of actions arising from assessment findings.

- Manage the Procedural Standard Unit operational priorities, daily workflow and demand, whilst ensuring practitioner competence alongside ongoing professional development

- Oversee the development and continuous monitoring of the Learning and Development provision, reviewing and evaluating training courses in line with local and national requirements in relation to forensic science both for personnel within the Forensic Services Branch and also for the wider force capability.

- To advise the force on policy, procedure and technology, setting the strategic direction in relation to forensic related issues.

- Ensure that integrity, independence and impartiality are maintained throughout the Forensic Services Branch in the delivery of forensic services.

- Maintain an up to date awareness of scientific and technical developments through environmental scanning, professional engagement and continuous learning and through active engagement with professional networks and conferences, ensuring that GMP remains at the forefront of best practice, continuous improvement and enhancement of capabilities.

- To be responsible for liaison with the Forensic Science Regulator and United Kingdom Accreditation Service on behalf of GMP and the Senior Accountable Individual (SAI).

- Monitor and manage the Procedural Standards Unit non-staff budgets, including regular planning, identifying cost-saving opportunities, assessing budget risks, taking remedial action and providing updates to the Head of Forensic Governance.

- Ensure strong financial governance, adhering to procurement rules and ensuring all expenditure is approved in line with the Scheme of Financial Delegation.

- Analyse, interpret, prepare and present complex data to inform performance reporting and decision making for senior leaders.

- To maintain awareness of Force and departmental policies and procedures communicated in various forms including, email, Force and Departmental orders, Force Intranet and written correspondence.

Forensic Quality and Regulation

- Provide overall senior leadership and expertise to ensure delivery and compliance with the requirements of the Forensic Science Regulator Act (2021), the Forensic Science Regulator Code of Practice and other relevant standards, developing and delivering strategic plans to ensure that all requirements are met.

- Ensure quality standards within the Forensic Services Branch are maintained, including staff competence, validated methods, quality assurance and documented procedures, ensuring that any identified corrective or preventive actions are investigated and resolved.

- Drive quality assurance by embedding robust, validated processes across the Unit, monitoring the effectiveness of the Quality Management System, ensuring compliance and continuous improvement in line with regulatory standards.

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.

- To promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.

- 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.

Procedural Standards Manager
March 2026

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 **Procedural Standards Manager** has been identified as: **A Senior 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

Procedural Standards Manager
March 2026

PERSON SPECIFICATION
Procedural Standards Manager
Forensic Services Branch

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
Qualifications		
Degree in a relevant subject, Durham University Diploma in Scientific Support Skills or equivalent recognised professional qualification or extensive senior experience specifically related to forensic quality management, accreditation and regulatory compliance, demonstrating subject-matter expertise.	E	AF/C
Recognised management qualification	D	AF/C
Successfully completed BS EN ISO/IEC 17020 or BS EN ISO/IEC 17025 auditor training. *	D*	AF/C
Successfully completed an ISO Lead Auditor Course	D	AF/C
Experience		
Extensive experience of evaluating and using data and working practices in order to manage and improve performance and implement positive changes.	E	AF/I
Experience of project management and /or management of change.	E	AF/I
Conversant with the working practices of forensic disciplines and units within forensic services.	E	AF/I
Extensive experience of the delivery of requirements in line with Forensic Science Regulator Act (2021).	E	AF/I
Experience of working in partnerships with other organisations or agencies.	E	AF/I
Experience in the development and delivery of training and development programmes.	E	AF/I
Experience of coordinating, reviewing and undertaking audits.	E	AF/I
Worked in a similar position in another force or Forensic Science organisation.	D	AF/I
Knowledge		
Detailed and comprehensive knowledge of the Forensic Science Regulator Act (2021), quality management systems and forensic accreditation, with the ability to interpret complex regulatory requirements, translate them into operational controls, and provide authoritative advice to senior leaders.	E	AF/I

In-depth knowledge of forensic science operational practices and relevant legislation, with the ability to apply this knowledge pragmatically to forensic governance, quality assurance and evidential integrity across disciplines.	E	AF/I
Conversant with equal opportunities/ health and safety and other relevant legislation.	E	AF/I
Skills and Abilities		
Ability to maintain accurate management and performance data, produce complex reports and presentations.	E	AF/I
Motivates and inspires individuals and teams.	E	AF/I
Ability to communicate at a variety of levels within an organisation including negotiating and influencing skills.	E	AF/I
Ability to develop and utilise new technologies to further improve the capabilities, effectiveness and efficiency of the delivery of forensic services.	E	AF/I
Ability to manage a variety of different workloads, possessing the aptitude to modify plans and priorities. With the ability to deliver objectives and make considered decisions under pressure.	E	AF/I
Other		
Has achieved a good attendance record.	E	AF(E)
Full UK driving licence and access to a vehicle for business purposes. (Casual car user).	E	AF
As a condition of being appointed to this post an individual will be required to provide a sample of their Biometric material. These samples may be searched against National Databases to assist in the elimination of identified samples recovered from crime scenes.	E	AF(E)
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting.	E	AF(E)

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.

Procedural Standards Manager
March 2026

- 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.

CONFIDENTIAL

Post: Digital Forensi
Branch: VH Serious Cr
Ref Number: 2181s

Important Notes

Factor	Factor Level	Points
Supervision / Management	430	**70**
Creativity & Innovation	5	**76**
Contacts & Relationship	5	**92**
Decisions - Discretion	4	**68**
Decisions - Consequences	3	**36**
Resources	2	**20**
Work Demands	4	**32**
Physical Demands	1	**6**
Working Conditions	1	**6**
Work Context	2	**16**

Knowledge & Skills	5	**176**
Total	**598**	
Grade	**K**	

c Assistant Manager
ime Division (Forensic Services)

This role replaces GRADE K, Digital Forensic Operations Supervisor. Above this role in the hierarchy is a GRADE L, Digital Forensic Investigation Unit Manager.

Rationale
Draft proposed structure reviewed. ~95 FTE, more than one group (staff / officer), managed between three postholders (~32 ea.). Panel felt that enough there was a number of sub-units / activities, work was broadly of one area. All staff / officers work in one location except for the Digital Media Investigator (DMI) role which is geographically spread out across the force area. However, an Operations Manager maintains oversight of the DMIs, where day-to-day supervision is handled by Digital Media Coordinators. Therefore as both coordination and oversight is not done by the postholder, panel was of the opinion that dispersal doesn't apply.
The JD provided important examples of problem-solving (such as managing complex high-profile investigations), but creativity was also strongly conveyed in the Job Evaluation Questionnaire (JEQ) through the designing of new methods / systems / workflows. This is underpinned in the Project Work section that advises the postholder leads on a range of projects, with examples cited for a Case Management System replacement, evaluating a review platform, and coordinating changes in response to legislative updates. The panel thought that postholders would enact a range of solutions that could include some fresh thinking.
Postholder is managing complex high-risk / high-profile digital investigations, and also acting as a senior escalation point managing appeals and complaints, which could be contentious. Although it is also indicative of potentially significant implications on investigations / service, the panel did not think contact would span a diverse range of matters.
Again as per above, postholder manages complex high-level digital forensic investigations and also leads projects / is involved in the design of methods / systems / workflows. The postholder also ensures that work undertaken meets legal and quality standards. The JEQ provides examples of decisions around approving/rejecting requests, appeals/complaints, and operational issues (such as device/data challenges). The panel though that through these activities, the postholder would be setting standards of work. But panel also thought the "major responsibility" would rest with the overall manager / role above. This was indicated via the recommendations section of the JEQ, which states that recommendations around change will be raised with the Manager / SLT.
The panel felt consequences in the JEQ read quite strongly, and agreed that there could be clear significant implications on investigations (suspects / victims) or service. However, panel thought that the most significant decisions (those that have the possibility of major impact, that jeopardise the forces' investigative ability) would be escalated to the role above / SLT (see above re: recommendations).
The panel had some debate over the Resources factor. Role previously received a Level 2. The unit handles digital devices "exhibits" that contain data relevant to investigations. Under JE conventions, a Level 2 can be awarded to roles that have "responsibility of handling / safekeeping of criminal evidence" which "must be original / irreplicable". Although evidence retrieved from devices is digital, exhibits must be handled properly so as not to jeopardise the prospects of retrieval and to ensure devices are eventually returned in reasonable condition. Examples of roles that receive a Level 2 include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, panel thinks there's a precedent that could be applied to the unit i.e. roles that handle evidence or property but don't have the ultimate responsibility for security / safekeeping). Because device handling is a key facet of work undertaken by the unit, the panel feels a Resources score is appropriate to all roles in the unit despite each roles handling devices to a different extent.
The JEQ cites frequent (daily) interruptions from urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation, strict deadlines from time-critical / priority investigations (threat-to-life / serious crime), CPS / Court deadlines for charging decisions, SLAs, etc. During questioning the unit manager explained that Digital Forensics is seen as a very busy growth area in the force, where postholders across all roles encounter competing demands and expected to self-manage time once competent in role. Examples given include submissions unexpected evolving into much longer investigation, and sudden interruptions from urgent high-risk investigations and escalations due to safeguarding concerns. We are advised that postholders in lower-graded roles will typically only handle a couple of investigations at a time to prevent them from becoming overwhelmed, which indicates that work (i.e. priorities, conflicts) is managed by senior-grades and above;- those beginning to manage and lead investigations (higher end of the investigator role and above). Panel thinks Level 4 is appropriate for the role (particularly in view of frequency of interruptions), with any higher level more likely to apply to roles above.
No heightened physical demands. Generally office based, with occasional attendance at scenes, however this be to provide advice i.e. not physically recovering exhibits.
Generally office based, with occasional attendance at scenes, however this be to provide advice i.e. not physically recovering exhibits. The JEQ cites "unfavourable or unpredictable environments" but this just generally refers to scenes where police presence may not be welcomed (see: Work Context).
Both the JD and JEQ highlight that the postholder will have sight of serious or potentially disturbing material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content which will have a significant psychological, operational and legal risk. Regarding scene attendance, during questioning the unit manager explains this is typically infrequent and often involves going to a secure crime scene where the site is secure and safe, however on occasion staff may need to attend a sex offenders house who is under license with a sex offender manager. The scenes have a suspect present and can be more volatile / hostile. However scenes are dynamically risk assessed and if staff ever feel the environment is not safe will not conduct the work. The panel agrees there is some risk to safety / wellbeing present in the role.

Panel is of the opinion that work encompasses a range of advanced activity, with postholder requiring detailed knowledge of more than one specialist discipline applying to one function (Level 5), with specialisms being deep knowledge and application of digital forensics, complex investigations (knowledge of legislation / legal system), supervision / management, communication. Work is arguably complex but panel felt range of skills is not diverse enough to meet the wording of a Level 6.

GREATER MANCHESTER POLICE
JOB DESCRIPTION

POST TITLE:	Digital Forensic Assistant Manager
DEPARTMENT/DIVISION/BRANCH:	Forensic Services Branch
SECTION/UNIT:	Digital Forensics
GRADE:	TBC (current Operations Supervisor is K Grade)
RESPONSIBLE TO:	Digital Forensics Investigation Manager
RESPONSIBLE FOR:	Digital Forensic Investigation Supervisors Digital Forensic Technician Supervisor Digital Media Coordinators
AIM OF JOB:	To provide operational leadership and day-to-day management of police staff and police officers within the Digital Forensic Investigation Unit (DFIU), ensuring coordinated, efficient and high-quality delivery of digital forensic services. To oversee governance, performance and demand across the Unit, ensuring digital forensic submissions and casework are prioritised, managed and completed in line with Force objectives, service level agreements and legal, regulatory and organisational standards. To provide specialist digital forensic advice and act as an escalation point for complex submissions, supporting investigative decision-making and maintaining effective working relationships with stakeholders across the Force.

MAIN DUTIES AND RESPONSIBILITIES

Leadership, Management and Governance

- Responsible for the operational, investigative, and performance management of staff and caseloads across the Digital Forensic Investigation Unit (DFIU), ensuring effective use of resources to provide a high-quality service.

- Manage digital forensic requests allocated to the DFIU, including dynamic reviews and risk assessments, prioritisation, practitioner assignment, updates to Investigators/Officers, and maintaining oversight of progress and quality.

- Accountable for the unit's performance and delivery against Service Level Agreements, Force objectives, and digital forensic standards.

- Lead, mentor and support Digital Forensic Supervisors, providing guidance and direction in their roles.

- Supervise and support the welfare, capability and professional conduct of staff, determining work priorities and applying personnel procedures in accordance with Force policies. Liaise with Human Resources (HR) and the Occupational Health Unit (OHU) where appropriate.

- Chair, facilitate and attend relevant unit and branch governance meetings as required.

- On occasion, provide cover for the Digital Forensics Manager by performing duties/attending meetings in their absence.

- Ensure an effective and efficient digital forensic service is delivered to the Force, deploying resources appropriately to meet demand.

- Develop effective operational working relationships with other branches and units to enhance GMP's digital investigation capability.

- Support the Digital Forensics Manager and work collaboratively with colleagues within the DFIU to develop operational plans and manage accreditation requirements in accordance with the Forensic Science Regulator's Code of Practice and ISO 17020/17025.

- Support the Digital Forensic Manager in preparing business cases and budget bids to enhance digital forensic capabilities.

Digital Forensic Case and Demand Management

- Manage the digital forensic case management system, ensuring examinations and investigations are assessed and prioritised in line with the risk matrix, service level agreements and case complexity.

- Manage complex, high-risk, high-profile multi-layered digital investigations and incidents, managing expectations of dynamically changing situations.

- Act as the senior escalation point for authorised digital forensic submissions, managing appeals, approvals, prioritisation decisions and complaints.

- Provide specialist advice on digital forensic and investigative best practice to support effective triage, strategy setting and decision-making.

- Act as a Digital Forensic Tactical Advisor to the Force as part of an on-call function.

- Compile, assess and report information in relation to the activity of the DFIU for use by senior leaders. Monitor trends relating to crime types, devices, data sources and workflows to improve operational efficiency and inform research, development and capability planning.

Digital Forensic Practice and Technical Oversight

- Maintain a comprehensive understanding of digital forensics techniques, principles and methodologies, including the identification, preservation, acquisition, examination, analysis and reporting of digital evidence.

- To act as a Digital Forensics Subject Matter Expert (SME) within the scope of the role, providing technical direction, advice and support in relation to operational oversight, governance and performance of digital forensic service.

- Liaise with GMP staff/officers, other agencies and members of the public and advise them in relation to best practice and procedures for investigating digital devices and data sources in accordance with nationally agreed protocols, law, legislation and policies.

- Conduct and direct intelligence-led digital forensic examinations using validated software, hardware and processes.

  Support the Digital Forensic Submission process by assessing requests, advising on investigative approaches, and generating digital strategies.
- Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence.

- Ensure effective communication with relevant parties (e.g. Officer in the case (OIC), Senior Investigating Officer (SIO), Crown Prosecution Service (CPS), counsel) throughout the investigation and ensure timely escalation of risk.

- Provide expert interpretation of digital evidence through detailed statements, Streamlined Forensic Reports and case-specific reports, ensuring full CPIA-compliant disclosure.

- Attend court to present evidence as a digital forensic SME when required.

- Act as lead for the district based digital media investigation service, maintaining managerial oversight of performance, quality standards, operational delivery and workforce capability

- Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance.

Training, Development and Communication

- Supervise and support the development, competency and continuous improvement of Digital Forensic Practitioners.

- Deliver training and guidance to officers and staff to enhance understanding of digital forensic capability, evidence types and procedures.

- Promote positive change, ensuring that staff are informed, supported and engaged in improvements to digital forensic services.

- Assist the Digital ForensicManager with the recruitment and selection processes within Digital Forensic Services, closely monitoring the functions and requirements to ensure that the role profiles reflect the demands of the job.

Forensic Quality and Regulation

Ensure all Forensic Science Activities (FSAs) are conducted in accordance with the Forensic Science Regulator Act 2021 and comply with the FSR Code of Practice, relevant accreditation standards (e.g., ISO/IEC 17025 or ISO/IEC 17020) and local policies and procedures.

Maintain accurate, contemporaneous, and auditable records to demonstrate evidential integrity, technical compliance, and adherence to validated procedures and accreditation scopes.

Undertake and participate in internal and external quality assurance processes – including audits, proficiency testing, method validation, and competency assessment – to support continuous improvement and regulatory compliance.

Report non-conformities, quality risks, or deviations from approved procedures promptly and contribute to corrective and preventative actions to maintain accreditation and regulatory standards.

Keep up to date with the latest updates and modifications to the FSR Act 2021, FSR Code of Practice, accreditation standards and local procedures, ensuring that all activities remain compliant.

Provide effective oversight, guidance, and monitoring to ensure all team members consistently comply with requirements taking action where necessary to address gaps in competence, performance, or adherence to process. Ensure that any identified quality actions are investigated and resolved.

- Commit to continuous professional development and participate in relevant competency and proficiency 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.

- To promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.

- 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.

- Ensure staff adhere to relevant Force procedures in relation to Information management by ensuring appropriate processes are in place to monitor compliance in relating to the collection, recording, evaluation and sharing of information and providing the appropriate feedback to maintain and improve information quality in compliance with the Code of Practice on Management of Police Information 2005.

- 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 **Digital Forensic Assistant Manager** 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 Assistant Manager
FORENSIC SERVICES BRANCH

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
Qualifications/Education		
Level 6 qualification in a technical, digital forensic or computer related subject. Or Equivalent experience.	E	AF/C
Worked as a senior practitioner within the digital forensic field.	E	AF/I
Completed training which covers the processing and analysis stage of the digital forensic process.	E	AF/C
Level 7 qualification in a digital forensic, cyber security or computer related subject.	D	AF/C
Holds a management/leadership qualification or certification.	D	AF/C
Experience		
Substantial experience as a practitioner in the digital forensic field covering the acquisition, processing, analysis, interpretation, and reporting of digital evidence for serious, complex, and major investigations.	E	AF/I
Substantial experience in risk assessing cases to inform allocation, prioritisation, manage risk and define strategy/workflows of cases.	E	AF/I
Extensive experienced in assessing submissions to determine risk, investigative aims, priority, and then selecting the most appropriate technical processes or workflow.	E	AF/I
Experience of working in a law enforcement capacity with a variety of crime types.	E	AF/I
Experience of conducting complex investigations e.g. numerous connected devices and high volume of connected evidence, numerous offenders / victims.	E	AF/I
Experience in attending/leadmeetings and working with Senior Investigators to direct digital investigation strategy.	E	AF/I
Experience of dealing with the UK Legal System including Courts & CPS.	E	AF/I

Managed staff in a digital forensic/investigation environment.	E	AF/I
Experience in managing performance and governance within a technical environment.	E	AF/I
Experienced of dealing with escalations and complaints from the Criminal Justice System.	D	AF/I
Experienced in recruitment and selection of staff.	D	AF/I
Experienced in creating and coordinating policy, procedures, and processes relating to digital forensic investigations and digital policing tactics.	D	AF/I
Experienced in project management and/or assisting with managing change processes within a technical environment.	D	AF/I
Experience of presenting evidence at court.	D	AF/I
Knowledge		
Knowledge and understanding of the provision of digital forensic science and policing enquires to criminal investigations.	E	I/T
Thorough knowledge and in-depth understanding of the main functions and types of digital devices and data sources.	E	I/T
Knowledge and understanding of common data structures, file systems, and operating systems.	E	I/T
Knowledge and understanding of primary forensic artefacts and how they prove or negate a criminal offence.	E	I/T
Practical knowledge of the digital forensic and digital policing techniques/tactics available in investigations.	E	I/T
Knowledge and understanding of associated best practice and principles for Digital Forensics	E	I/T
A thorough understanding of legislation relating to digital investigations.	E	I/T
Knowledge of the application of the National Decision-Making Model and the Code of Ethics.	E	I
Knowledge and understanding of the Forensic Science Regulator's Codes of Practice and other relevant standards.	E	I/T
Knowledge of Quality Management Systems and the process of external accreditation.	E	I/T
Knowledge of managing performance and governance.	E	I/T

Able to manage complex, lengthy and sometimes repetitive enquiries, analysing data to produce clear, concise and accurate reports	E	AF/I
Ability to communicate with senior leaders to provide advice and inform strategic direction relating to digital investigations and processes.		
Ability to convey technical information in a manner understandable to the audience.	E	AF/I
Ability to manage multiple teams/department to deliver an efficient and effective service to the organisation.	E	AF/I
Ability to work well under pressure, maintaining awareness of a high number of investigations and prioritising workload accordingly.		
Ability to convey difficult messages, hold challenging conversations, and use a wide range of communication techniques.	E	AF/I
Capable of maintaining confidentiality.	E	AF/I
Ability to assess, decide/resolve issues logically and objectively.		
Has the ability to manage a variety of different workloads, possessing the aptitude to modify plans and priorities.	E	AF/I
	E	AF/I
Ability to deliver objectives and make considered decisions under pressure and within tight timescale to meet the needs of critical and dynamic cases and situations.	E	AF/I
Ability to communicate at a variety of levels within the organisation to influence and negotiate change.	E	AF/I
Ability to develop and utilise new technologies to further improve the effective and efficient provision of digital forensics.	E	AF/I
Ability to write complex reports, make presentations and discuss relevant issues with internal and external partners.	D	AF/I
Ability to deal with serious or potentially disturbing material.	E	AF/I
Ability to develop partnerships with both internal and external partners.		

	E	AF/I
	E	AF/I
	D	AF/I
Other		
Has achieved a good attendance record.	E	AF(E)
Prepared to participate in an on-call function.	E	AF/I
Full UK driving licence.	E	AF(E)
Willing to undertake a Basic driver authority driving test and drive a fleet vehicle.	E	I
Willing to undertake Public and Personal Safety Training (PPST) and First Aid training.	E	I
As a condition of being appointed to this post an individual will be required to provide a sample of their Biometric material. These samples may be searched against National Databases to assist in the elimination of identified samples recovered from crime scenes.	E	I
Willing to have appropriate vaccinations and keep them up to date.	E	I
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting.	E	AF(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.

GLPC JOB EVALUATION SCHEME

JOB EVALUATION QUESTIONNAIRE (JEQ)

VERSION 0.3 (adapted Dec 2024 for use by GMP)

Name (Individual completing the form):	[redacted]
Post Title:	Digital Forensic Assistant Manager
Pre-evaluation Grade (if existing post):	K
District/Branch:	Forensic Services Branch
Section/Unit:	Digital Forensics
Post No (if existing post):	CVH0014354
Responsible To:	Digital Forensics Manager

CONTENTS AGREED BY:

Name of individual completing the form:	**Name of Manager:** [redacted]
Signature:	**Signature:**
Date:	**Date:**

INSTRUCTIONS

The purpose of this questionnaire is to record key information and job content to help in the evaluation of the post. The information should relate to the post and not to the individual who might occupy it at present.

An up to date job description and an organisational structure chart should also be attached.

MAIN PURPOSE / REASON FOR THE JOB:

Please describe in detail the overall purpose of the job.

Digital Forensic Overview

Digital forensics is a specialist field focused on the recovery, examination and interpretation of data from digital devices such as mobile phones, computers, cloud platforms and online services. Unlike traditional forensic disciplines, digital forensics deal with vast and constantly changing technologies, rapidly evolving operating systems, encryption, data security features and large-scale datasets. The work carries significant operational, legal and investigative risk, as incorrect handling or interpretation of digital evidence can directly affect criminal justice outcomes. The role therefore requires a broad and continually updated knowledge base, high levels of technical expertise, and the ability to manage complex workflows and risks that are unique to digital investigations. This makes digital forensics inherently more complex and technologically demanding than many other forensic specialisms, requiring specialist oversight to ensure accuracy, integrity and compliance.

Digital forensic work follows a structured sequence of methods: *triage*, where devices or data sources are rapidly assessed to determine relevance and urgency; *acquisition*, where an exact, forensic copy of the data is securely captured; *processing*, where specialised tools prepare and extract information from large volumes of complex digital data; *analysis*, where practitioners interpret the results to identify evidence, intelligence or safeguarding concerns; and *reporting*, where findings are documented clearly and accurately for investigators, courts and other decision-makers.

Digital forensics also carries responsibility for the examination and analysis of highly sensitive and illegal material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content. This work must be conducted with exceptional accuracy and strict adherence to legal, ethical and safeguarding requirements, as digital forensic practitioners are often required to identify victims, assess risk and provide evidence that directly impacts child protection and criminal justice outcomes. The handling of such material presents significant psychological, operational and legal risk, further increasing the complexity and specialist nature of digital forensic operations compared with many other forensic disciplines.

Role Overview

The Digital Forensic Operations Manager is responsible for the operational leadership, coordination and day-to-day management of the Digital Forensics, ensuring the delivery of a high-quality, efficient and compliant digital forensic service to Greater Manchester Police. The role provides oversight of multiple digital forensic teams, managing staff, resources, workflows and performance across both the investigative and laboratory functions.

The post holder ensures that digital forensic triage, acquisitions, processing, analysis and reporting support the full range of policing demand, from volume crime through to serious, complex and major investigations, delivering timely, accurate and evidentially robust outcomes for investigators at all levels. The role maintains

governance, accreditation and quality standards in line with the Forensic Science Regulator's Code of Practice and ISO 17020/17025. The Digital Forensic Operations Manager acts as a senior technical and investigative advisor, provides direction on digital forensic strategy, and functions as the escalation point for prioritisation decisions, submissions and complaints. The role contributes to capability development, workforce improvement, and the adoption of new processes and technologies, ensuring that Digital Forensics operates efficiently, lawfully, and in support of GMP's operational and investigative priorities.

MAIN RESPONSIBILITIES, DUTIES & TASKS: Please list main job areas showing average proportion of the time spent on each.	
Please list the duties required for this role:	Please identify how often each occur – Daily, weekly, monthly, quarterly, or annually
** See job description **	

1 Supervision / Management of People

This section records any direct responsibility the post has for the supervision or management of GMP employees or others.

1.1 GMP Employees – Full time responsibility

Indicate the number of employees directly supervised by the post. Indicate the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline, wellbeing, absence management). Indicate also where the supervision is shared with others and what tasks are shared. Direct supervision includes all employees managed by others for whom the post holder has line management responsibilities.

The Digital Forensic Investigations Manager holds direct line management responsibility for a group of supervisory and operational roles within the Digital Forensics. This responsibility is shared across three Operations manager, who collectively manage the full establishment of staff within the Unit. Each Digital Forensic Investigations Manager is a direct (first-line) manager for supervisory roles and a second-line manager for a large number of technical and investigative practitioners.

Title and nature of the work carried out	Number*	Nature of Authority
First Line Manager: Digital Forensic Investigation Supervisor ** see relevant job description **	5	Direct line management: allocate work, direct operations, performance management, welfare, capability, conduct, attendance, competency oversight
First Line Manager: Digital Forensic Technician Supervisor ** see relevant job description **	2	Direct line management: tasking, workflow oversight, technical guidance, performance and welfare management
First Line Manager: Digital Media Coordinator (Sergeant) ** see relevant job description **	2	Direct line management: coordination of digital media requests, prioritisation, performance, welfare, and supervisory decision-making
Second Line Manager: Senior Digital Forensic Investigator ** see relevant job description **	10	Second-line management via Supervisors; accountable for quality, performance, prioritisation and delivery standards
Second Line Manager: Digital Forensic Investigator ** see relevant job description **	40	Second-line management; oversight of case progression, quality, accreditation compliance and service levels
Second Line Manager: Digital Data Review Officer ** see relevant job description **	8	Second-line management; oversight of review quality, safeguarding decisions, timeliness and correct handling of sensitive material
Second Line Manager: Digital Forensic Technician ** see relevant job description **	16	Second-line management; responsible for ensuring correct processes, timely work, and accuracy of digital acquisitions/processing

Second Line Manager: Digital Media Investigator ** see relevant job description **	12	Second-line management; oversight of workload, service delivery and compliance

Insert additional rows as required

1.2 *Numbers

If the numbers supervised vary throughout the year (e.g, if the post has temporary supervisory responsibility), please provide details of maximum and minimum numbers and timescales.

N/A

1.3 Deputising

Does the post have any formal deputising responsibility for managing employees? If so please indicate the nature of the responsibility and how often it occurs. Indicate the number and type of staff affected.

In the short-term absence of the Digital Forensics Manager (e.g. annual leave or sickness), the Digital Forensic Operations Manager deputises to maintain continuity of service. This includes overseeing day-to-day operational delivery, managing escalations, attending operational meetings, and providing support to the Head of Digital Forensics on strategic, policy and budget-related matters as required.

** see relevant job description **

1.4 Project Teams

Does the post lead/manage or supervise any project teams? If so, indicate the type of project team, its composition, how long the post holder has this authority and the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline).

The Digital Forensic Manager leads and manages a range of projects relating to the development and improvement of digital forensic capability. These projects typically involve introducing new digital forensic methods, implementing or upgrading specialist software and systems, adapting processes in response to changes in legislation, and improving operational workflows. Recent examples include leading the replacement of the case management system, implementing an automation solution to improve processing efficiency, evaluating a digital forensic review platform, and coordinating changes required to comply with new legislation relating to AI-generated child abuse material. Project teams may consist of supervisors, technical practitioners, subject matter experts and partner departments, with the Digital Forensic Investigations Manager responsible for directing work, coordinating activity, setting priorities and ensuring successful delivery of outcomes.

1.5 Contract staff / Agency Workers

Specify any responsibility that the post has for contract or agency workers. Indicate the number involved and the nature of the responsibility.

The unit does not employ agency staff; however, due to fluctuating demand and capacity requirements, some digital forensic casework may be outsourced to approved third-party providers. In these circumstances, the Digital Forensic Manager is responsible for managing the outsourcing process. This includes liaising with external suppliers, authorising submissions, ensuring work meets required standards, reviewing associated costs, and maintaining oversight to ensure outsourced activity aligns with operational, legal and quality requirements.

1.6 Location of Employees

Are the employees supervised / managed by the postholder based at the same place of work, or on different site(s) or are they mobile? How often would the manager be at the same location as the employees? (For hybrid working arrangements, it would be the contracted place of work that needs to be taken into account.)

The vast majority of staff supervised by the Digital Forensic Investigations Manager are based at the same central location, enabling regular daily contact and oversight. The only exception is the Digital Media Investigators, who are geographically dispersed across the twelve policing districts. Day-to-day supervision of these district-based staff is undertaken by the Digital Media Coordinators, who maintain regular contact and make routine visits as required. The Operations manager maintains oversight of this group through periodic (typically quarterly) site visits and through regular attendance by Digital Media Investigators at the central unit for continuing professional development, training, and unit meetings.

2. Creativity and Innovation

The extent to which the work requires innovation and imaginative responses to issues and in the resolution of problems.

2.1 Examples of Creativity / Innovation

Give examples of areas where the post requires creativity and innovation in for example design, specifications and tendering, counselling and caring, application of IT, policy development, interpersonal skills, written or spoken word.

The role requires frequent creativity and innovation to improve digital forensic capability and ensure the Unit can respond to rapidly evolving technology, crime types and legal requirements. This includes designing or adapting digital forensic methods, improving workflows, implementing new software or systems, and revising processes to maintain compliance with accreditation standards and changing legislation. Innovation also involves working collaboratively with other departments such as Investigation Teams, ITDD, the Change Branch, Legal Services and Occupational Health when developing new solutions, interpreting legal/organisational requirements, managing welfare considerations, and ensuring that new systems or processes are operationally viable. The post holder regularly identifies opportunities to streamline complex technical tasks, improve case management approaches, and introduce more efficient or legally-robust methods of handling digital evidence.

2.2 Examples of Problem Solving

Give examples of typical problems / situations a post holder will need to resolve during the course of their work. Indicate how frequently each type of problem / situation is likely to occur.

The role routinely requires solving complex operational, technical and procedural problems. Examples include:

- Managing conflicting operational priorities, ensuring high risk or time critical cases are progressed appropriately while maintaining service across all other demand.

- Determining the most appropriate forensic approach when devices or data sources present technical challenges (e.g., encrypted devices, damaged media, new technology types).
- Resolving issues with case progression, such as technical failures, backlogs, or unexpected data complexities.
- Managing difficult or contentious escalation decisions, including appeals relating to prioritisation or disagreements on forensic scope.
- Responding to legislative or policy changes, requiring immediate adaptation of processes to remain compliant.

These problems occur daily, often requiring rapid assessment and decision making under pressure.

2.3 Guidelines, procedures and systems

To what extent is the work undertaken by the post determined or assisted by guidelines, procedures and systems? Indicate how:

The work is supported by a wide range of guidelines and procedures, including digital forensic SOPs, ISO 17020/17025 accreditation requirements, the Forensic Science Regulator's Code of Practice, legal frameworks (e.g., PACE, CPIA), and GMP policies. However, due to the rapidly changing nature of digital technology and emerging crime types, these guidelines do not always provide fixed solutions. The post holder is frequently required to interpret guidance, apply professional judgement, and adapt procedures to specific operational circumstances. The role must balance compliance with regulatory standards while still enabling flexible and effective investigative outcomes, especially when dealing with new technologies, novel data sources, or unprecedented technical challenges.

3. Contacts and Relationships

The degree of personal contact and the nature of relationships with others required to carry out the job.

3.1 Nature of Contacts and Relationships

Describe contacts and relationships within the section or department, with other departments, the public, external groups and organisations, their purpose and frequency.

Who (e.g. work colleague, other department, client, suppliers etc)	Purpose of Contact (e.g. exchanging information, providing advice, providing care, formal training, negotiations etc)	Frequency (e.g. daily, weekly, etc)
Digital Forensic Supervisors, Senior Technicians, Digital Media Coordinators	Direction, tasking, prioritisation, performance oversight, resolving operational issues	Daily
Digital Forensic Investigators & Technicians	Oversight through supervisors, reviewing progress, addressing escalations, ensuring quality/compliance, welfare.	Daily to Weekly
Digital Media Investigators (district-based)	Oversight through supervisors, reviewing progress, addressing escalations, ensuring quality/compliance, welfare.	Daily to Weekly ((plus CPD/meetings at central unit)
Forensic Services Senior Leadership Team (SLT)	Attending daily, weekly and monthly governance meetings; reporting on performance, risk and demand; contributing to service delivery	Daily / Weekly / Monthly

	decisions, policy discussions and operational planning	
Senior Investigating Officers & OICs	Case strategy discussions, prioritisation, technical advice, managing expectations around digital evidence. Including attending gold, silver and bronze meetings as a Senior SME.	Daily to Weekly
ITDD	System support, digital forensic tool implementation, resolving infrastructure issues	Weekly / As required
Change Branch, Legal Services, CJU, CAB, Cyber Crime, Occupational Health, HR, Finance/Procurement and other Force departments	Supporting change projects, interpreting legal requirements, staff welfare support, HR processes, and financial approvals/queries	As required
CPS, Solicitors, Barristers and Courts	Clarifying evidential requirements, disclosure queries, supporting case preparation. Providing expert evidence, submitting statements/reports, clarifying digital findings	As required / Case-dependent
External Forensic Providers	Managing outsourced casework, authorising work, reviewing quality and costs	As required
Software Vendors / Technical Suppliers	Discussing upgrades, troubleshooting, evaluating new tools	Monthly / Project-dependent
Regional/National Policing Partners, including Home Office, NCA, and CT	Sharing good practice, aligning digital forensic methods, capability development, and investigative support	As required

3.2 Complex / Contentious Issues

Does the post have to communicate with contacts on matters of a complex and/or contentious nature? Please give examples and indicate how often these occur.

The role frequently involves communicating on complex or contentious matters. This includes explaining and justifying prioritisation decisions, addressing challenges or appeals from investigators, managing escalations from Senior Investigating Officers and other senior operational leaders, and resolving disagreements regarding the scope or urgency of digital forensic submissions. The post holder also regularly deals with escalations from the Crown Prosecution Service \ Courts relating to evidential requirements, disclosure queries or concerns about digital findings. These situations arise daily or weekly, often under time pressure, and require diplomacy, clarity, and strong professional judgement to balance operational needs, legal obligations and forensic standards.

3.3 Representing GMP

Does the post represent or negotiate on behalf of GMP? Please identify the circumstances and how often this occurs.

The Digital Forensic Investigations Manager represents GMP across a range of internal and external forums. This includes participation in Forensic Services governance meetings and cross-departmental working groups, as well as engagement with external forensic suppliers and technology partners. The role also represents GMP

during UKAS accreditation assessments, supporting compliance with ISO 17020/17025 and the Forensic Science Regulator's Code of Practice. The post holder further supports the organisation during Force audits including HMICFRS and GMCA by providing expert input as a Senior Subject Matter Expert in digital forensic processes and evidential standards. In addition, the role engages with the Crown Prosecution Service and the Courts, often negotiating timescales for digital forensic examinations, agreeing evidential requirements, and addressing complex or contentious issues relating to disclosure, interpretation or presentation of digital evidence.

Representation typically occurs weekly or monthly, with increased activity during audit, accreditation or case driven periods.

4. Decisions – Discretion

This factor looks at the decisions or recommendations that the post takes to achieve its outcome.

4.1 Decisions

Give examples of the most important decisions that your post requires. Record only those decisions, which the post has authority to take.

Nature of Decision	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Deciding the prioritisation of digital forensic submissions based on risk, vulnerability, investigative urgency and available resources.	Digital Forensic staff, SIOs/OICs, district investigators, victims and the public	Risk matrix, SLAs, legal requirements, operational demand.
Allocating work to Supervisors, Senior Technicians and Digital Media Coordinators to ensure appropriate staffing and workload balance.	Direct reports, wider Digital Forensic workforce	Workforce capacity, accreditation standards, internal procedures.
Authorising, rejecting or amending digital forensic requests based on relevance, proportionality, legality and technical feasibility.	Investigators, SIOs, CPS	PACE, PCSC, CPIA, FSR Codes of Practice, ISO 17020/17025, GMP SOPs.
Making decisions on escalations or appeals relating to turnaround times, prioritisation or scope of examinations.	SIOs, CPS, Courts, district teams	Operational risk, legislative requirements, service levels.
Managing operational issues such as technical failures, backlogs, or unexpected complex device/data challenges.	Digital Forensic staff, investigators, victims and the public	Internal governance processes, digital forensic methodologies.
Authorising outsourced casework to third-party forensic providers, including determining suitability and approving costs.	External providers, Finance, Investigators	Procurement rules, quality standards, budget limits.

4.2 Recommendations

Give example of the most important recommendations that the post is required to make.

Nature of Recommendation and who it is given to (e.g. recommend change in procedure to manager)	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Recommending changes to digital forensic workflows, processes, and workload management to the Digital Forensics Manager and SLT.	Digital Forensic staff, investigators, organisational performance	ISO standards, FSR Codes, GMP policies.
Advising SIOs and OICs on digital forensic strategy, evidential potential, scope of examinations and proportionality.	Investigators, victims, CPS, Courts	Legislation (PACE, PCSC, CPIA), national guidance, best practice.
Recommending improvements or updates to software, tools and technical systems (e.g., case management, automation, review platforms).	DFIU, ITDD, Change Branch	Technical capability, accreditation requirements, project governance.
Recommending staff development, training needs and capability improvements to Supervisors and the Digital Forensics Manager.	Digital Forensic staff and the unit capabilities	Competency frameworks, ISO competence requirements.
Recommending policy or procedural updates in response to changes in legislation, technology or risk (e.g., AI-generated material).	Force-wide investigators, Legal Services, CAB, CJU, SLT	Legislative changes, FSR Codes, GMP governance.
Advising on resource needs, equipment requirements and future capability planning to the Digital Forensics Manager / Head of Digital Forensics.	Digital Forensic staff, Finance, Procurement	Budget constraints, procurement policy, operational need.

4.3 Availability of Advice / Guidance

Describe how advice on what may be the limit to decision making is available from the post's manager, or other sources (e.g. rules, guidelines). Is this advice available all the time?

Advice and guidance are available from the Digital Forensics Investigations Manager and the Head of Digital Forensics, particularly for strategic, policy□level or high□impact organisational decisions. Operational decisions are largely made independently, informed by established procedures, ISO 17020/17025 accreditation requirements, the Forensic Science Regulator's Code of Practice and relevant legislation such as PACE, PCSC and CPIA. Guidance from HR, Legal Services, CJU, CAB, Finance, ITDD and other support departments is available as required when decisions involve personnel matters, legal interpretation, financial approvals or technical systems. The Digital Forensic Operations Manager is therefore expected to exercise significant autonomous

judgement on day-to-day and time-critical operational matters, seeking higher-level advice when decisions fall outside established procedural or organisational boundaries.

5. Decisions – Consequences

The impact of the decisions / recommendations taken.

The decisions and recommendations made by the Digital Forensic Investigations Manager have significant operational, legal and organisational impact. They directly influence the progression of criminal investigations, the safeguarding of vulnerable victims, the quality and admissibility of digital evidence, and GMP's compliance with accreditation, legislative and disclosure requirements. Incorrect or delayed decisions can affect charging outcomes, court readiness, investigative effectiveness, and the Force's ability to meet statutory and regulatory obligations. The role therefore carries a high level of responsibility, with decisions often having major and long-term consequences for investigations, victims and GMP's overall forensic service.

5.1 Impact of Decisions / Recommendations

Identify the major consequences of any decisions or recommendations the post makes for clients, the public, other staff or the service.

Type of Decision / Recommendation	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Scale of Impact (e.g. limited - short term, major – long term effect)
Prioritising digital forensic submissions, especially high-risk cases involving vulnerability, serious crime or threat-to-life.	Investigators, SIOs, victims, CPS, Courts, Digital Forensic staff	Major – immediate and long-term (impacts safeguarding, investigative progression and justice outcomes).
Authorising or rejecting digital forensic examinations based on proportionality, legality and evidential value.	Investigators, CPS, Courts	Major – affects evidence availability, charging decisions and court readiness.
Allocating resources across multiple specialist teams, ensuring timely delivery and quality compliance.	Digital Forensic staff, investigators, Forensic Services SLT	Moderate to Major – impacts unit performance, caseload backlogs and operational policing support.
Decisions relating to handling sensitive or illegal material (e.g., CSA imagery, covert intelligence, anti-corruption cases).	Victims, investigators, safeguarding teams	Major – affects victim identification, risk management, and legal compliance.
Recommendations on digital forensic strategy, methods, workflows and technical systems.	Digital Forensic staff, detectives, Forensic Services, wider Force	Long-term Major – influences Force capability, compliance and service quality.
Decisions on outsourcing casework to third-party providers.	Finance, external suppliers, investigators, victims	Moderate to Major – affects turnaround times, costs and evidential reliability.

5.2 Implications of a decision by the post holder

If the post holder made a legitimate, but incorrect, decision, what would be the likely impact? Give potential examples below but exclude events that are highly unlikely to occur. For each example indicate how quickly the error would be identified and rectified.

A legitimate but incorrect decision by the Digital Forensic Investigations Manager could have significant operational and legal consequences. For example, an incorrect prioritisation decision may delay critical evidence, impacting safeguarding, suspect identification or investigative momentum. A misjudgement regarding the legality or proportionality of an examination could lead to evidence being ruled inadmissible, affecting CPS decision‑making or court outcomes. An incorrect escalation decision may expose the organisation to operational risk or complaints from senior officers or the CPS. Errors involving the handling of sensitive or illegal material (e.g., CSA imagery) could result in non‑compliance with legislation or the Forensic Science Regulator's Code of Practice. Most such issues would likely be identified through supervisory oversight, case reviews, governance meetings or quality assurance processes, but the consequences before detection could still be significant, affecting victims, criminal justice outcomes and GMP's compliance with statutory and accreditation requirements.

6. Resources

Personal and identifiable accountability for physical and financial resources including those of clients.

6.1 Cash / Financial Resources

Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes specify the average amount controlled at any one time and the nature of the accountability.

Average amount controlled at any one time	Nature of accountability Indicate whether this is continuous or shared with others. How often are these resources handled : daily, weekly, monthly etc?
Not applicable	

6.2 Plant / Equipment

Is the post personally accountable for the proper use / safekeeping of plant / equipment?
If yes please indicate the type(s) of plant/equipment and the nature of the accountability.

Type of plant / equipment	Nature of accountability Indicate whether this is continuous or shared with others
Responsible for the correct use, safekeeping and operational oversight of specialist digital forensic equipment and software platforms (e.g., acquisition tools, analysis suites, secure data storage systems) used by teams across Digital Forensics	Both continuous and shared. Ownership resides with the Digital Forensic Investigations Manager.

6.3 Stocks / Materials

Is the post personally accountable for materials / items of stock (including evidential material)? If yes please indicate the type and approximate value and the nature of accountability.

Type and approximate average value of materials / stock (held at any one time)	Nature of accountability Indicate whether this is continuous or shared with others
Second-line oversight of evidential digital material managed within the unit, ensuring compliance with ISO standards, FSR Codes of Practice, and GMP procedures.	Both continuous and shared. Ownership resides with the Digital Forensic Investigations Manager.

6.4 Buildings

Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability

Type of Building	Nature of accountability Indicate whether this is continuous or shared with others
Although not responsible for building ownership or facilities management, the role provides operational oversight of the Digital Forensics workspaces, including laboratory and secure evidence areas. During out-of-hours periods or in the absence of Senior Leadership Team members, the Digital Forensic Operations Manager may act as the lead point of contact for building-related issues at Vestigo House, including site access, health & safety concerns, power failures and impacts on communication rooms, ensuring appropriate escalation and business continuity actions are taken.	Both continuous and shared.

7. Work Demands

The impact of deadlines, interruptions, changes in priorities and resource conflicts on the post.

7.1 Work Plan

How is the post's work planned?

The work is primarily driven by operational demand within the unit. Daily planning is informed by incoming digital forensic submissions, risk assessments, prioritisation requirements, investigator requests and ongoing case progression. The post holder also works within established governance structures, attending regular unit

and branch meetings to align activity with performance expectations, accreditation requirements and Force priorities.

7.2 Interruptions / Changes to the work plan

How often is the planned work of the post subject to interruptions and/or changes? Give examples, identifying the cause of the interruption, the nature of it (e.g. is it a single or diverse range) and the frequency with which it occurs.

The work plan is subject to frequent and sometimes sudden interruption. These include:

- Urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation.
- Escalations from Senior Investigating Officers or senior leaders regarding time-critical cases.
- CPS/Court requests requiring rapid clarification or additional digital evidence work.
- Technical failures (e.g., equipment issues, system problems) requiring immediate resolution.
- Changes in investigative direction following new intelligence or arrests.
- Staff performance, welfare or HR issues requiring immediate attention

Interruptions occur daily, often requiring rapid re-allocation of resources and immediate decision-making under pressure

7.3 Deadlines

Is the work of the post subject to deadlines? If yes please give examples and the frequency with which they occur.

The role is routinely subject to strict deadlines, including:

- Time-critical examinations for priority investigations (e.g., threat-to-life, vulnerability, serious crime).
- CPS and Court deadlines for charging decisions, evidence reviews or trial dates.
- Service Level Agreements for turnaround times and reporting.
- Internal governance reporting deadlines and accreditation requirements.

Deadlines are daily, weekly and case-dependent, and often require balancing multiple competing demands simultaneously.

7.4 Conflicting Priorities / Resource Needs

Does the post have to RESOLVE situations where there are conflicting priorities / resource needs? If yes give examples of situations the post encounters and explain how the post resolves them. Indicate how frequently these situations occur.

The post frequently resolves conflicting priorities, such as:

- Balancing high-risk cases with large-volume lower-tier demand.
- Managing workload across investigative and laboratory functions.
- Making decisions where operational pressure from senior officers conflicts with established prioritisation processes.
- Ensuring resources meet accreditation requirements while still responding flexibly to operational needs.

These conflicts occur daily and require judicious, objective decision-making to ensure fairness, compliance and effective service delivery.

8. Physical Demands

The amount and continuity of physical effort required doing the job.

8.1 Type and Frequency of Physical Demand

Please indicate the type, frequency and duration of any physically demanding activity that is a requirement of the post.

Type of Physically demanding activity (e.g. standing, walking, lifting, cleaning)	Frequency and duration (e.g. 2 hours every day)
Prolonged periods of desk-based work, including analysing data, reviewing documentation, reports and case management systems.	Daily7 hrs per day
Regular movement around the Digital Forensics workspace, including laboratory areas and secure evidence rooms to engage with supervisors, technicians and practitioners.	Daily 7hrs per day
Occasional attendance at scenes or operational locations as a senior SME to provide advice regarding digital evidence recovery.	Occasional, as required by operational need.
Occasional carrying or handling of digital devices or related exhibits (e.g., laptops, mobile devices, storage media) when supporting operational reviews or laboratory functions, though not as a primary duty.	Occasional
Travel to district locations to meet Digital Media Investigators, conduct oversight visits or attending meetings (both in and out of Force)	Monthly, and as required.

8.2 Use of IT Equipment

Does the post require the use of IT equipment above and beyond the use of standard issue GMP laptops and mobile telecommunications devices? If yes please indicate the nature and level of usage.

Nature of usage (e.g. spreadsheets, data entry)	Level of usage (e.g. 2 hours every day)
Use of specialist digital forensic equipment/tools/processes, case management platforms, workflow tools and reporting systems.	Daily
Regular use of analytical dashboards, spreadsheets, performance data and audit/compliance systems to monitor caseload, risk and quality.	Daily
Use of video conferencing, secure communication platforms and digital collaboration tools for operational meetings and coordination with SIOs, districts, CPS and external partners.	Daily

9. Working Conditions

9.1 Normal Place of Work

Indicate the post's normal place(s) of work (e.g. office, client's house, workshop etc). Where more than one place is specified please indicate the relative time spent in each.

The role is primarily based at the central Digital Forensics Unit (Vestigo House), which includes office areas, technical workspaces and digital forensic laboratory environments. The majority of work is undertaken on site, with occasional travel to other GMP sites for meetings or attend crime scenes as Senior SME.

9.2 Disagreeable Conditions

Is the post exposed to any disagreeable conditions (e.g. working outside, noise, dirt etc)?
If yes please indicate the type of condition below and the frequency and duration of exposure.

Nature of condition (e.g. noise, working outside)	Level of exposure (e.g. 2 hours every day)
Exposure to sensitive, distressing and illegal digital material, including child sexual abuse imagery, extreme content and other prohibited material, when supporting operational reviews or during case escalations.	Regular inherent part of the digital forensic environment.
Technical laboratory conditions, including working around specialist equipment, evidence handling areas and secure digital storage spaces.	Regular inherent part of the digital forensic environment.
Occasional work at operational scenes, which may involve unfavourable or unpredictable environments.	Occasional, as required operationally.

10. Work Context

10.1 Potential Risk to Personal Health or Safety

Is there any potential risk to personal safety, illness, health (either physical or psychological)? If yes please give examples stating who or what poses the potential risk and the frequency of exposure.

Nature of risk	Frequency of Exposure
Psychological risk arising from exposure to highly distressing and illegal digital material, including child sexual abuse imagery, extreme content and prohibited images, as part of operational reviews, escalations and supporting investigators.	Regular inherent part of the digital forensic environment.
Stress and cognitive pressure caused by managing high-risk cases, urgent operational escalations, competing demands, CPS/Court deadlines, and situations where incorrect decisions may have significant investigative or legal consequences.	Regular inherent part of the digital forensic environment.
Occasional physical risk when attending operational scenes or unfamiliar environments to provide specialist advice on digital evidence recovery.	Occasional.
Responsibility for staff welfare, particularly those regularly exposed to disturbing material, requiring the post holder to manage wellbeing concerns and liaise with Occupational Health.	Regular inherent part of the digital forensic environment.
Responsibility for building-related safety issues out-of-hours, including site access, power failures, and communication room impacts, when acting as the point of contact in SLT absence.	Occasional.

If the post involves contact with the public or clients can the post holder call on the immediate support of other members of staff? Please give examples.

Although the role does not routinely involve frontline public contact, it regularly involves direct engagement with investigators, SIOs, CPS and occasionally Courts, often on sensitive, legal or contentious matters. Support is available from peers, Digital Forensic SLT, and other Force departments.

11. Knowledge and Skill

This factor measures knowledge and skills, in their broadest sense, in relation to the work or discipline required by any job covered by the Scheme, and which are necessary for the competent performance of the full duties and responsibilities of the job.

11.1 Type of Knowledge and Skill

What type of knowledge and skill is required in order to perform the duties of the post? Indicate also the depth of knowledge/skill required in each.

These may include technical, professional, operational or specialist disciplines as well as caring, interpersonal, literacy and linguistic skills, diplomacy, sensitivity, tact, dexterity, numeracy, knowledge of equipment and machinery, operational techniques, concepts, theories, procedures, and communications and management skills.

Type of Knowledge / Skill	Depth of knowledge / skill (e.g. Basic knowledge, Working knowledge, council expert)
Digital forensic science principles, methods and processes (triage, acquisition, processing, analysis, reporting).	Detailed / expert understanding required to oversee complex investigative and laboratory workflows.
Digital devices, operating systems, file systems, data structures and common forensic artefacts.	Detailed technical knowledge to interpret evidence, assess submissions and advise investigators.
Integration of advanced technical/scientific digital forensic expertise with detailed understanding of legislation governing digital evidence (PACE, PCSC, CPIA, Computer Misuse Act, RIPA, Investigatory Powers Act, CSA legislation)	Expert level – essential for ensuring all digital forensic activity is lawful, proportionate, evidentially robust and compliant with ISO 17020/17025 and the Forensic Science Regulator's Code of Practice.
Quality and accreditation standards (ISO 17020/17025, Forensic Science Regulator's Code of Practice).	Detailed knowledge to maintain compliance, support audits and ensure quality assurance.
Management and leadership, including performance management, welfare, supervision and team development.	Working to level required to manage multiple specialist teams.
Analytical, problem-solving and decision-making skills in high-pressure and time-critical environments.	High level – required daily in complex and sensitive investigations.
Communication skills (explaining technical issues clearly, influencing senior officers, preparing reports, presenting evidence).	High level – required for SIO briefings, CPS liaison and Court presentation.
Understanding of digital forensic software, case management systems, automation tools and specialist IT platforms.	Detailed operational knowledge required to oversee implementation and ensure effective use.

11.2 Most Important Areas of Knowledge

From the above list give the two/three most important. Please give specific work examples to explain what is delivered in the job by an effective application of these two or three types of knowledge/skill

The most important areas of knowledge for this role centre on the advanced technical and scientific understanding required within digital forensics, combined with a strong working knowledge of the legislation and regulatory frameworks that govern the handling of digital evidence. The post holder must possess expert knowledge of digital forensic methods, device types, operating systems, data structures and validated scientific processes in order to oversee complex examinations and guide practitioners effectively.

Alongside this technical expertise, the role requires a thorough understanding of how key legislation, including PACE, PCSC, CPIA, the Computer Misuse Act, RIPA, the Investigatory Powers Act and laws relating to child sexual abuse material, applies specifically to digital forensic work. This legal understanding is essential not in the sense of being a legal specialist, but to ensure that all activity within the unit remains lawful, proportionate, compliant

with ISO 17020/17025 and the Forensic Science Regulator's Code of Practice, and suitable for use in the criminal justice system.

This combination of high-level scientific knowledge and well-developed understanding of the legal frameworks that govern digital evidence is fundamental to ensuring the integrity, reliability and admissibility of digital forensic outputs.

The role requires an excellent level of leadership and people-management. This includes managing multiple specialist teams, understanding performance management frameworks, supporting staff welfare (including those exposed to distressing material), and ensuring individuals and teams operate in accordance with quality, accreditation and organisational standards. Effective management knowledge is essential to maintaining operational performance, staff capability and the overall quality of digital forensic service delivery.

11.3 Experience

Describe the type of experience required to do the job (e.g. domestic/non-work environment/voluntary work/academic work/other).

The role requires substantial experience as a digital forensic practitioner, including the acquisition, examination, analysis and reporting of digital evidence across serious, complex and volume crime. Experience of assessing risk, determining case strategy, and advising SIOs is essential. The post holder must have experience supervising staff, managing performance and maintaining compliance with quality/accreditation frameworks. Experience of dealing with CPS, attending court as a digital forensic SME, working within legal frameworks and managing complex operational demands is also required. Additionally, experience in project work, implementing new processes or technologies, and contributing to policy development is important to support the unit's ongoing development.

GREATER MANCHESTER POLICE
JOB DESCRIPTION

POST TITLE:	Senior Digital Forensic Investigator
DEPARTMENT/DIVISION/BRANCH:	Forensic Services Branch
SECTION/UNIT:	Digital Forensics
GRADE:	I (TBC)
RESPONSIBLE TO:	Digital Forensic Investigation Supervisor
RESPONSIBLE FOR:	N/A
AIM OF JOB:	To undertake intelligence-led digital forensic examinations of digital devices and data sources, producing clear, accurate, and robust evidence suitable for court and supporting investigative decision-making. Oversee own caseloads, workflow and operational priorities, ensuring that investigative activity and forensic processes are conducted to national, legal, and organisational standard. To provide technical guidance, oversight, and assurance around submission risk assessments, forensic strategies, and investigative methodologies within the team.

MAIN DUTIES AND RESPONSIBILITIES

-

Digital Forensic Practice and Technical Oversight

- Conduct intelligence-led digital forensic examinations using validated software, hardware and processes to acquire, process, analyse, and interpret data from digital devices and data sources.

- Lead and oversee high-risk, complex and technically advanced digital forensic examinations as a Senior Digital Forensic Practitioner.

- Maintain a comprehensive understanding of digital forensics techniques, principles and methodologies, including the identification, preservation, acquisition, examination, analysis and reporting of digital evidence.

- Manage assigned digital forensic requests within their caseload, including dynamic reviews and risk assessments, prioritisation, updates to Investigators/Officers, and maintaining contemporaneous notes.

- To act as a Digital Forensics Subject Matter Expert (SME) within the scope of the role, providing advanced technical advice, direction and investigative support in relation to the examination, analysis and interpretation of digital evidence.

- Liaise with GMP staff/officers, other agencies & members of the public and advise them in relation to best practice and procedures for investigating digital devices and data sources in accordance with nationally agreed protocols, law, legislations and policies.

- Deal with digital forensic enquiries, offering advice on the services provided by the unit and the appropriate methods for preserving and reviewing digital devices and data sources.

- Responsible for working with investigating officers and directing the investigation in relation to digital forensics.

- Support the Digital Forensic Submission process by assessing requests, advising on investigative approaches, and generating digital strategies.

- Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence.

- Ensure effective communication with relevant parties (e.g. OIC, SIO, CPS, counsel) throughout the investigation and ensure timely escalation of risk.

- Provide expert interpretation of digital evidence through detailed statements, Streamlined Forensic Reports and case-specific reports, ensuring full CPIA-compliant disclosure.

- Attend court to present evidence as a digital forensic SME when required.

- When required to, receive property for digital forensic examination and in line with the unit policies.

- Provide cover for the Digital Forensic Investigation Supervisor as required, including attendance at meetings, and providing supervision of the Digital Forensic Investigation Team and Digital Forensic Laboratory operations during evening and weekend shifts.

- Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance.

Training, Development and Communication

- To act as a mentor for less experienced members of the unit providing continuous development, training, peer review and support.

- Lead and support the development, competency and continuous improvement of digital forensic capabilities and services.

- Deliver training and guidance to officers and staff to enhance understanding of digital forensic capability, evidence types and procedures.

- Promote positive change, ensuring successful improvements to digital forensic services.

Forensic Quality and Regulation

- Ensure all Forensic Science Activities (FSAs) are conducted in accordance with the Forensic Science Regulator Act 2021 and comply with the FSR Code of Practice, relevant accreditation standards (e.g., ISO/IEC 17025 or ISO/IEC 17020) and local policies and procedures.

- Maintain accurate, contemporaneous, and auditable records to demonstrate evidential integrity, technical compliance, and adherence to validated procedures and accreditation scopes.

- Undertake and participate in internal and external quality assurance processes – including audits, proficiency testing, method validation, and competency assessment – to support continuous improvement and regulatory compliance.

- Report non-conformities, quality risks, or deviations from approved procedures promptly and contribute to corrective and preventative actions to maintain accreditation and regulatory standards.

- Keep up to date with the latest updates and modifications to the FSR Act 2021, FSR Code of Practice, accreditation standards and local procedures, ensuring that all activities remain compliant.

- Support research and development of new techniques and methodologies in response to emerging technologies and operational needs, ensuring they meet accreditation standards and integrity for court.

- Commit to continuous professional development and participate in relevant competency and proficiency testing.

- Ensure the delivery of a consistently high-quality, victim-focused service, reinforcing professional standards of compassion, respect, and responsiveness

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.

- To promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.

- 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.

- Ensure staff adhere to relevant Force procedures in relation to Information management by ensuring appropriate processes are in place to monitor compliance in relating to the collection, recording, evaluation and sharing of information and providing the appropriate feedback to maintain and improve information quality in compliance with the Code of Practice on Management of Police Information 2005.

- 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 Senior Digital Forensic Investigator has been identified as: **A Peer 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
Senior Digital Forensic Investigator
FORENSIC SERVICES

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
Qualifications/Education		
Level 6 qualification in a technical, digital forensic or computer related subject, or substantial equivalent experience.	E	AF/C
Completed training which covers the triage, acquisition, processing and analysis stage of the digital forensic process.	E	AF/C
Completed training in the use of commercial digital forensic software.	E	AF/C
Willing to attend and complete training in digital forensic tools and methods as required.	E	AF/I
Level 7 qualification in a digital forensic, cyber security or computer related subject.	D	AF/C
Experience		
Substantial experience as a practitioner in the digital forensic field covering the acquisition, processing, analysis, interpretation, and reporting of digital evidence for serious, complex, and major investigations.	E	AF/I
Experience of conducting unsupervised digital investigations across a wide range of digital devices and data sources.	E	AF/I
Advanced experience of conducting processing, analysis, and interpretation across new technology, file systems, and data structures.	E	AF/I
Significant experience in the interpretation of digital evidence through detailed statements, Streamlined Forensic Reports and case-specific reports. Acting as an expert witness for the Courts.	E	AF/I
Acted as the lead Digital Forensic Practitioner on large and/or complex investigations and direct the work of other staff members.	E	AF/I
Experience and understanding in risk assessing cases to inform allocation, prioritisation, manage risk and define strategy/workflows of cases.	E	AF/I

Experienced in assessing submissions to determine risk, investigative aims, priority, and then selecting the most appropriate technical processes or workflow.	E	AF/I
Experience identifying risk and escalating appropriately.	E	AF/I
Experience of working in a law enforcement capacity with a variety of crime types.	E	AF/I
Experience in attending case meetings and working with Senior Investigating Officers to direct digital investigation strategies.	E	AF/I
Ability to proactively manage caseloads, assessing risk, prioritising, and dynamically adapting to change.	D*	AF/I
Trained and mentored staff in the field of digital forensics.	E	AF/I
Demonstrating the ability to be proactive and innovative in the development of new techniques to recover, process, analyse, and interpret digital forensic evidence.	E	AF/I
Experience of dealing with the UK Legal System including Courts & CPS.	E	AF/I
Experience of presenting evidence at court.	E	AF/I
Knowledge		
Knowledge and understanding of the provision of digital forensic science and policing enquires to criminal investigations.	E	I/T
Thorough knowledge and in-depth understanding of the main functions and types of digital devices and data sources.	E	I/T
Have a practical understanding of the importance of evidential integrity of exhibits; seizure, storage and continuity.	E	I
In-depth knowledge and understanding of how digital forensic software decodes and parses data.	E	I/T
Knowledge and understanding of common data structures, file systems, and operating systems.	E	I/T
Knowledge and understanding of primary forensic artefacts and how they prove or negate a criminal offence.	E	I/T

Practical knowledge of the digital forensic and digital policing techniques/tactics available in investigations.	E	I/T
Knowledge and understanding of associated best practice and principles for Digital Forensics	E	I/T
A solid understanding of legislation relating to digital investigations.	E	I/T
Knowledge of how digital forensic findings are presented to the Criminal Justice System.	E	I
Knowledge of the application of the National Decision-Making Model and Code of Ethics.	E	I
Knowledge and understanding of the Forensic Science Regulator's Codes of Practice and other relevant standards.	E	I
Knowledge of the principles regarding digital forensic method validation.	E	I
A good understanding of legislation relating to digital investigations.		
Developed knowledge in novel technology/file systems/operating systems/data structures and shared with wider team.	E	I/T
	E	I/T
Skills/Abilities		
Able to manage complex, lengthy and sometimes repetitive enquiries, analysing data to produce clear, concise and accurate reports.	E	AF/I
Ability to parse databases, and other data structures, without the use of digital forensic software or automated processing.	E	AF/I
Ability to communicate with Senior Investigators to provide advice and inform strategic direction relating to digital investigations.	E	AF/I
Ability to convey technical information in a manner understandable to the audience.	E	AF/I
Has the ability to manage a variety of different workloads, possessing the aptitude to modify plans and priorities.	E	AF/I
Ability to work well under pressure, maintaining awareness of multiple investigations and prioritising workload accordingly.	E	AF/I
	E	AF/I

Ability to convey difficult messages and use a range of communication techniques at different levels within the organisation.	E	AF/I
Capable of maintaining strict confidentiality.	E	AF/I
Ability to assess, decide/resolve issues logically and objectively.	E	AF/I
Ability to develop and utilise new technologies to further improve the effective and efficient provision of digital forensics.	E	AF/I
Ability to deal with serious or potentially disturbing material.	E	AF/I
Ability to deliver objectives and make considered decisions under pressure and within tight timescale to meet the needs of critical and dynamic cases and situations.		

Other		
Has achieved a good attendance record.	E	AF(E)
Willing to work shifts and provide weekend cover.	E	AF/I
Full UK driving licence.	E	AF(E)
Willing to undertake a Basic driver authority driving test and drive a fleet vehicle.	E	I
Willing to undertake Basic Personal Safety, Radio, and First Aid Training for on scene attendance.	E	I
Fit to carry out duties including lifting, carrying, loading / unloading, handling equipment and materials	E	I
As a condition of being appointed to this post an individual will be required to provide a sample of their Biometric material. These samples may be searched against National Databases to assist in the elimination of identified samples recovered from crime scenes.	E	I
Willing to have appropriate vaccinations and keep them up to date.	E	I
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting	E	AF(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.

GLPC JOB EVALUATION SCHEME

JOB EVALUATION QUESTIONNAIRE (JEQ)

VERSION 0.3 (adapted Dec 2024 for use by GMP)

Name (Individual completing the form):	[redacted]
Post Title:	Senior Digital Forensic Investigator
Pre-evaluation Grade (if existing post):	I
District/Branch:	Forensic Services Branch
Section/Unit:	Digital Forensics
Post No (if existing post):	CVH0014358
Responsible To:	Digital Forensic Investigation Supervisor

CONTENTS AGREED BY:

Name of individual completing the form:	**Name of Manager:** [redacted]
Signature:	**Signature:**
Date:	**Date:**

INSTRUCTIONS

The purpose of this questionnaire is to record key information and job content to help in the evaluation of the post. The information should relate to the post and not to the individual who might occupy it at present.

An up to date job description and an organisational structure chart should also be attached.

MAIN PURPOSE / REASON FOR THE JOB:

Please describe in detail the overall purpose of the job.

Digital Forensic Overview

Digital forensics is a specialist field focused on the recovery, examination and interpretation of data from digital devices such as mobile phones, computers, cloud platforms and online services. Unlike traditional forensic disciplines, digital forensics deal with vast and constantly changing technologies, rapidly evolving operating systems, encryption, data security features and large-scale datasets. The work carries significant operational, legal and investigative risk, as incorrect handling or interpretation of digital evidence can directly affect criminal justice outcomes. The role therefore requires a broad and continually updated knowledge base, high levels of technical expertise, and the ability to manage complex workflows and risks that are unique to digital investigations. This makes digital forensics inherently more complex and technologically demanding than many other forensic specialisms, requiring specialist oversight to ensure accuracy, integrity and compliance.

Digital forensic work follows a structured sequence of methods: *triage*, where devices or data sources are rapidly assessed to determine relevance and urgency; *acquisition*, where an exact, forensic copy of the data is securely captured; *processing*, where specialised tools prepare and extract information from large volumes of complex digital data; *analysis*, where practitioners interpret the results to identify evidence, intelligence or safeguarding concerns; and *reporting*, where findings are documented clearly and accurately for investigators, courts and other decision-makers.

Digital forensics also carries responsibility for the examination and analysis of highly sensitive and illegal material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content. This work must be conducted with exceptional accuracy and strict adherence to legal, ethical and safeguarding requirements, as digital forensic practitioners are often required to identify victims, assess risk and provide evidence that directly impacts child protection and criminal justice outcomes. The handling of such material presents significant psychological, operational and legal risk, further increasing the complexity and specialist nature of digital forensic operations compared with many other forensic disciplines.

Role Overview

The Senior Digital Forensic Investigator is a highly specialised and substantially experienced digital forensic practitioner responsible for conducting complex and technically advanced examinations of digital devices and data sources. The role manages its own caseload, applies detailed digital forensic analytical expertise, determines appropriate forensic strategies, and produces clear, robust evidential outputs that meet national, legal and accreditation standards. As a Senior Subject Matter Expert, the post holder provides specialist technical guidance, mentoring and high-level support to other practitioners, helping develop capability and resolve complex technical challenges. The role contributes to quality assurance through peer review and compliance activity and, when required, provides short-term support in the absence of the Digital Forensic Investigation Supervisor to maintain operational continuity.

MAIN RESPONSIBILITIES, DUTIES & TASKS: Please list main job areas showing average proportion of the time spent on each.	
Please list the duties required for this role: ** See job description **	Please identify how often each occur – Daily, weekly, monthly, quarterly, or annually

1 Supervision / Management of People

This section records any direct responsibility the post has for the supervision or management of GMP employees or others.

1.1 GMP Employees – Full time responsibility

Indicate the number of employees directly supervised by the post. Indicate the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline, wellbeing, absence management). Indicate also where the supervision is shared with others and what tasks are shared. Direct supervision includes all employees managed by others for whom the post holder has line management responsibilities.

Title and nature of the work carried out	Number*	Nature of Authority

N/A		

Insert additional rows as required

1.2 *Numbers

If the numbers supervised vary throughout the year (e.g, if the post has temporary supervisory responsibility), please provide details of maximum and minimum numbers and timescales.

N/A

1.3 Deputising

Does the post have any formal deputising responsibility for managing employees? If so please indicate the nature of the responsibility and how often it occurs. Indicate the number and type of staff affected.

When required, the Senior Digital Forensic Investigator provides short-term cover for the Digital Forensic Investigation Supervisor. This includes attending meetings on their behalf, assisting with the coordination of the Digital Forensic Investigation Team, and supporting operational oversight during evening, weekend and bank-holiday shifts. During these periods, the SDFI may provide guidance to practitioners, address immediate operational queries and ensure continuity of workflow until the Supervisor or Digital Forensic Leadership Team is available. The post does not hold formal line-management authority and provides temporary supervisory support only. This cover is limited to out-of-hours periods, during which a member of the Forensic Senior Leadership Team remains on-call for escalation. During normal business hours, supervisory responsibility is fulfilled by the other Digital Forensic Investigation Supervisors and Digital Forensic Operations Managers as part of minimum staffing arrangements. ** see relevant job description **

1.4 Project Teams

Does the post lead/manage or supervise any project teams? If so, indicate the type of project team, its composition, how long the post holder has this authority and the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline).

The Senior Digital Forensic Investigator does not normally lead or manage project teams. However, they may assist the Digital Forensic Leadership Team by providing technical and senior practitioner-level input into projects and improvement work. This can include contributing to the evaluation of new digital forensic tools, methods or small-scale process changes to determine operational suitability and compliance with accreditation standards. Where such evaluations relate to potential solutions for wider use across the unit, the role is limited to providing insight, feedback and technical oversight during the assessment phase. Any wider implementation or rollout is directed and authorised by the Digital Forensic Leadership Team.

1.5 Contract staff / Agency Workers

Specify any responsibility that the post has for contract or agency workers. Indicate the number involved and the nature of the responsibility.

The role does not have responsibility for contract or agency workers. However, the Senior Digital Forensic Investigator may assist the Digital Forensic Leadership Team with outsourced digital forensic work when required. This support may include liaising with external forensic suppliers, providing technical information, preparing or reviewing material for submission, and ensuring that outsourced work meets required digital forensic, quality and accreditation standards. Their involvement is limited to operational and technical support and does not include responsibility for financial approvals or cost management.

1.6 Location of Employees

Are the employees supervised / managed by the postholder based at the same place of work, or on different site(s) or are they mobile? How often would the manager be at the same location as the employees? (For hybrid working arrangements, it would be the contracted place of work that needs to be taken into account.)

N/A

2. Creativity and Innovation

The extent to which the work requires innovation and imaginative responses to issues and in the resolution of problems.

2.1 Examples of Creativity / Innovation

Give examples of areas where the post requires creativity and innovation in for example design, specifications and tendering, counselling and caring, application of IT, policy development, interpersonal skills, written or spoken word.

The role requires frequent creativity and innovation when conducting advanced and complex digital forensic examinations. The Senior Digital Forensic Investigator must select, adapt and apply appropriate forensic methods for a wide range of digital devices, data structures, file systems and emerging technologies, often where guidance is limited or where automated tools are insufficient. The post holder is required to interpret digital data at a deep technical level, resolve complex digital forensic analytical problems, and identify novel approaches to recovering and interpreting evidence, including manually parsing data where commercial tools cannot decode it. They also provide technical guidance and mentoring to less experienced practitioners, helping them overcome analytical challenges and develop more efficient or effective ways of working. The role contributes to the development and refinement of digital forensic techniques, supports research and development activity, and ensures that any innovative methods remain compliant with accreditation standards and legal requirements

Note: parsing in this context means manually examining raw digital data, such as databases, logs, system artefacts or binary structures, and reconstructing it into meaningful information when software cannot do so automatically. This requires advanced analytical skills, an understanding of how data is stored at a low level, and the ability to interpret patterns using methods like programming, scripting or data decoding. It demonstrates that the role demands specialist technical capability far beyond standard forensic software use.

2.2 Examples of Problem Solving

Give examples of typical problems / situations a post holder will need to resolve during the course of their work. Indicate how frequently each type of problem / situation is likely to occur.

The post holder is required to solve complex technical and operational problems on a daily basis. Examples include identifying workable acquisition strategies for damaged or encrypted devices, constructing bespoke workflows for new file systems or data types, determining how best to interpret incomplete or corrupted datasets, or advising investigators on evidential opportunities and limitations. The SDFI must manage competing demands within their caseload, dynamically assess risk, respond to urgent or high-priority requests, and escalate significant risks where appropriate. They frequently respond to complex enquiries from investigators, SIOs, CPS or counsel, requiring clear and well-reasoned explanations of technical issues, evidential interpretation or forensic limitations. These issues arise regularly and often require rapid, high-level decision-making

2.3 Guidelines, procedures and systems

To what extent is the work undertaken by the post determined or assisted by guidelines, procedures and systems? Indicate how:

The work is guided by established digital forensic procedures, national best practice, validated forensic methods, ISO 17020/17025 accreditation requirements and the Forensic Science Regulator's Codes of Practice. However, the Senior Digital Forensic Investigator must apply these frameworks flexibly to accommodate novel technologies, complex device types and unique case circumstances. Many examinations, particularly those involving unsupported artefacts, new operating systems or complex data structures, require the SDFI to interpret guidelines using their specialist knowledge and professional judgement. The post holder ensures that innovative or adapted approaches remain compliant with legislation (including PACE, PCSC, CPIA and laws relating to digital investigations), accreditation requirements and evidential integrity

3. Contacts and Relationships

The degree of personal contact and the nature of relationships with others required to carry out the job.

3.1 Nature of Contacts and Relationships

Describe contacts and relationships within the section or department, with other departments, the public, external groups and organisations, their purpose and frequency.

Who (e.g. work colleague, other department, client, suppliers etc)	Purpose of Contact (e.g. exchanging information, providing advice, providing care, formal training, negotiations etc)	Frequency (e.g. daily, weekly, etc)
Digital Forensic Practitioners & Digital Data Review Officers	Providing technical guidance, mentoring, peer review, supporting development, assisting with complex casework challenges	Daily

Digital Forensic Investigation Supervisor	Receiving direction, providing updates, escalating risks, seeking case strategy guidance, supporting team coordination when required	Daily
Senior Investigating Officers & OICs	Advising on forensic strategy, explaining evidential opportunities/limitations, discussing case requirements, escalating risks	Daily to Weekly
Scene-based personnel	Advising on recovery, preservation and recording of digital evidence during operational deployments	As required
CPS, Solicitors, Barristers and Courts	Clarifying evidential requirements, disclosure queries, supporting case preparation. Providing expert evidence, submitting statements/reports, clarifying digital findings	As required / Case-dependent
External Forensic Providers	Supporting outsourced casework and reviewing the quality.	As required
Software Vendors / Technical Suppliers	Discussing upgrades, troubleshooting, evaluating new tools	As required

3.2 Complex / Contentious Issues

Does the post have to communicate with contacts on matters of a complex and/or contentious nature? Please give examples and indicate how often these occur.

The Senior Digital Forensic Investigator frequently handles complex and occasionally contentious matters. This includes explaining limitations or interpretation of digital evidence to investigators, SIOs, CPS or Counsel; resolving disputes around forensic strategy or evidential expectations; and addressing high-risk or sensitive enquiries relating to serious, complex or major investigations. The post holder must communicate highly technical information to non-technical audiences, provide defensible expert opinions, and ensure compliance with CPIA disclosure obligations. They also support junior practitioners in resolving technical difficulties, correcting errors and maintaining evidential integrity, often requiring sensitive conversations and professional judgement.

3.3 Representing GMP

Does the post represent or negotiate on behalf of GMP? Please identify the circumstances and how often this occurs.

The Senior Digital Forensic Investigator represents GMP when providing expert digital forensic advice to investigators, attending operational or case meetings, and presenting evidence at court as an expert witness. The role represents the organisation in communications with CPS and Counsel regarding complex technical findings, supporting accurate interpretation and disclosure. The post holder also contributes to maintaining accreditation standards by participating in quality assurance processes, audits and compliance activities. This representation varies from weekly case-related interactions to less frequent but high-impact court appearances or audit involvement.

4. Decisions – Discretion

This factor looks at the decisions or recommendations that the post takes to achieve its outcome.

4.1 Decisions

Give examples of the most important decisions that your post requires. Record only those decisions, which the post has authority to take.

Nature of Decision	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Determining the most appropriate forensic strategy for each case, including selection of triage, acquisition, processing and analysis methods for a wide range of device types and data sources.	Investigators, SIOs, CPS, Courts	Validated forensic methods, ISO 17020/17025, FSR Codes of Practice, legislation including PACE/PCSC/CPIA.
Independently conducting complex or high-risk digital forensic examinations, including manual parsing when required, and deciding how to interpret difficult or novel artefacts.	Investigators, SIOs, CPS, Courts	National best practice, technical expertise, evidential integrity requirements.
Managing and prioritising own caseload, including assessing risk, identifying urgent tasks and determining appropriate sequencing of work.	Investigators, and victims	Risk frameworks, operational demand priorities, legal time constraints.
Providing expert technical advice to investigators and SIOs relating to evidential opportunities, limitations and investigative strategy.	OICs, SIOs, investigators	Digital forensic principles, legal parameters, CPIA disclosure rules.
Preparing and authoring expert witness statements, reports and Streamlined Forensic Reports, determining what technical evidence is relevant and how it should be presented.	CPS, Courts, investigators	CPIA, Criminal Justice System expectations, ISO standards.
Conducting peer-review and quality checks of other practitioners' work and deciding whether it meets required forensic, legal and reporting standards.	DF practitioners, investigators, CPS, Courts	ISO 17020/17025, FSR Codes, internal quality procedures.
Addressing technical or operational issues during out-of-hours shifts and deciding when matters require escalation to on-call Forensic SLT.	Wider DF Unit	On-call processes, escalation guidelines, risk thresholds.

4.2 Recommendations

Give example of the most important recommendations that the post is required to make.

Nature of Recommendation and who it is given to (e.g. recommend change in procedure to manager)	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Recommending appropriate digital forensic strategies to OICs and SIOs, including identifying evidential opportunities and advising on investigative direction.	Investigators, SIOs, CPS, Courts	Legal frameworks, forensic principles, best practice.
Advising the Digital Forensic Investigation Supervisor and/or Digital Forensic Leadership on complex technical issues, emerging risks or cases requiring escalation.	DF Supervisor, DF Leadership	Operational policies, escalation routes, risk management thresholds.
Recommending improvements to forensic methods, examination approaches or analytical techniques based on experience and R&D involvement.	DF practitioners, DF Leadership	ISO/FSR requirements, validation rules.
Identifying training, mentoring or support needs for junior practitioners and recommending development activities.	DF practitioners, DF Supervisor	Competency frameworks, CPD expectations.
Recommending approaches for handling novel device types, unsupported operating systems or unusual data structures, including where manual parsing is required.	Investigators, DF practitioners	Technical constraints, validated processes, evidential integrity.

4.3 Availability of Advice / Guidance

Describe how advice on what may be the limit to decision making is available from the post's manager, or other sources (e.g. rules, guidelines). Is this advice available all the time?

Advice and guidance are available from the Digital Forensic Investigation Supervisor and the Digital Forensic Leadership Team for complex, sensitive or high-risk decisions. The Senior Digital Forensic Investigator is expected to make independent decisions on technical examination methods, forensic strategies, evidential interpretation and caseload management within established procedures, accreditation standards and legal frameworks (including PACE, PCSC, CPIA and ISO 17020/17025). Guidance from CAB, CJU, Legal Services or Quality/Accreditation colleagues is available for issues relating to evidential presentation, disclosure or compliance. During evening, weekend and bank-holiday shifts, the SDFI may be the most senior practitioner on site, but a member of the Forensic Senior Leadership Team is always on-call for escalation and advice.

5. Decisions – Consequences

The impact of the decisions / recommendations taken.

The decisions and recommendations made by the Senior Digital Forensic Investigator have significant operational, investigative and legal impact, and the full scope of these responsibilities is detailed in the Job Description.

5.1 Impact of Decisions / Recommendations

Identify the major consequences of any decisions or recommendations the post makes for clients, the public, other staff or the service.

Type of Decision / Recommendation	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Scale of Impact (e.g. limited - short term, major – long term effect)
Determining forensic strategy, including method selection and analytical approach for complex or high-risk examinations.	Investigators, SIOs, victims, CPS, Courts	Major (Evidential & Legal) – affects evidential integrity, admissibility, and investigative outcomes.
Interpreting complex or novel digital artefacts and producing expert-level analysis and reporting.	Investigators, CPS, Courts	Major (Judicial) – influences charging decisions, courtroom testimony and case direction.
Managing own caseload, prioritising tasks based on risk, urgency and operational demand.	Investigators, victims, DF team	Moderate to Major (Operational) – impacts timeliness of investigations and safeguarding considerations.
Providing expert advice to investigators/SIOs on evidential opportunities, limitations or risks.	Investigators, SIOs, CPS	Major (Risk & Investigative Decisions) – shapes investigative strategy and interpretation of digital evidence.
Conducting peer-review and ensuring quality compliance of other practitioners' outputs.	DF practitioners, CPS, Courts	Major (Compliance & Quality) – errors may compromise forensic integrity, breach ISO/FSR standards, or jeopardise cases.
Addressing technical issues and escalating risks appropriately during out-of-hours cover.	Wider DF Unit, investigators	Moderate to Major (Business Continuity & Risk Control) – affects urgent case response, service continuity and risk management.

5.2 Implications of a decision by the post holder

If the post holder made a legitimate, but incorrect, decision, what would be the likely impact? Give potential examples below but exclude events that are highly unlikely to occur. For each example indicate how quickly the error would be identified and rectified.

A legitimate but incorrect decision by the Senior Digital Forensic Investigator could have significant operational, evidential and legal consequences. An incorrect analytical approach or misinterpretation of complex artefacts may lead to erroneous or incomplete findings, potentially undermining an investigation, affecting CPS charging advice or being challenged in court. Inappropriate prioritisation or missed risk indicators could delay the identification of critical evidence, impact safeguarding considerations, or hinder investigative progress. Failure

to identify quality issues during peer-review may result in outputs that do not meet ISO 17020/17025 or Forensic Science Regulator requirements, risking evidential inadmissibility or non-compliance findings. Errors may be detected through peer review, supervisor oversight or quality assurance processes, but the consequences prior to identification may still be significant and could affect victims, legal outcomes and GMP's compliance obligations.

6. Resources

Personal and identifiable accountability for physical and financial resources including those of clients.

6.1 Cash / Financial Resources

Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes specify the average amount controlled at any one time and the nature of the accountability.

Average amount controlled at any one time	Nature of accountability Indicate whether this is continuous or shared with others. How often are these resources handled : daily, weekly, monthly etc?
Not applicable	

6.2 Plant / Equipment

Is the post personally accountable for the proper use / safekeeping of plant / equipment?
If yes please indicate the type(s) of plant/equipment and the nature of the accountability.

Type of plant / equipment	Nature of accountability Indicate whether this is continuous or shared with others
Responsible for the correct use, safekeeping and operational oversight of specialist digital forensic equipment and software platforms (e.g., acquisition tools, analysis suites, secure data storage systems) used by the team.	Both continuous and shared. Ownership resides with the Digital Forensic Investigations Manager.

6.3 Stocks / Materials

Is the post personally accountable for materials / items of stock (including evidential material)? If yes please indicate the type and approximate value and the nature of accountability.

Type and approximate average value of materials / stock (held at any one time)	Nature of accountability Indicate whether this is continuous or shared with others
Digital exhibits and evidential material (e.g., computers, mobile devices, storage media) handled during examinations	Both continuous and shared. Ownership resides with the Digital Forensic Investigations Manager.

6.4 Buildings

Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability

Type of Building	Nature of accountability Indicate whether this is continuous or shared with others
During out-of-hours periods the Senior Forensic Investigator may act as the initial point of contact for building-related issues at Vestigo House, including site access, health & safety concerns, power failures and impacts on communication rooms, ensuring appropriate escalation and business continuity actions are taken. There will be on-call SLT to take ownership.	Both continuous and shared.

7. Work Demands

The impact of deadlines, interruptions, changes in priorities and resource conflicts on the post.

7.1 Work Plan

How is the post's work planned?

The work is primarily driven by operational demand, requiring the Senior Digital Forensic Investigator to plan and manage their own caseload independently. Workflows are shaped by the nature of assigned examinations, investigative priorities, risk assessments, and deadlines set by DF Supervision, Investigators, SIOs, CPS or court processes. The post holder must balance routine casework with complex, high-risk examinations, peer-review duties, technical guidance to colleagues, and occasional short-term supervisory support during out-of-hours periods.

7.2 Interruptions / Changes to the work plan

How often is the planned work of the post subject to interruptions and/or changes? Give examples, identifying the cause of the interruption, the nature of it (e.g. is it a single or diverse range) and the frequency with which it occurs.

The work plan is subject to frequent and sometimes sudden interruption. These include:

- Urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation.
- Escalations from Investigators, Senior Investigating Officers or Digital Forensic Operation Managers regarding time-critical cases.
- CPS/Court requests requiring rapid clarification or additional digital evidence work.
- Technical failures (e.g., equipment issues, system problems) requiring immediate resolution.
- Changes in investigative direction following new intelligence or arrests.
- Complex devices, novel artefacts or technical issues (e.g., encrypted, damaged or unsupported media) causing unexpected delays
- Requests to provide expert guidance or assist colleagues with difficult examinations
- Operational meetings or scene deployments requiring attendance at short notice
- Peer-review or quality assurance tasks introduced unexpectedly

Interruptions occur daily, often requiring rapid adjustment of priorities and expert decision-making under pressure.

7.3 Deadlines

Is the work of the post subject to deadlines? If yes please give examples and the frequency with which they occur.

The role is routinely subject to strict deadlines, including:

- Time-critical examinations for priority investigations (e.g., threat-to-life, vulnerability, serious crime).
- CPS and Court deadlines for charging decisions, evidence reviews or trial dates.
- Service Level Agreements for turnaround times and reporting.
- Internal governance reporting deadlines and accreditation requirements.

Deadlines are daily, weekly and case-dependent, and often require balancing multiple competing demands simultaneously.

7.4 Conflicting Priorities / Resource Needs

Does the post have to RESOLVE situations where there are conflicting priorities / resource needs? If yes give examples of situations the post encounters and explain how the post resolves them. Indicate how frequently these situations occur.

The post frequently resolves conflicting priorities, such as:

- Managing multiple examinations of varying urgency and complexity
- Balancing technical analysis with enquiries from investigators or CPS
- Supporting colleagues while maintaining progress on their own caseload
- Adjusting work to accommodate out-of-hours operational issues when covering for the Supervisor

These conflicts occur daily, requiring advanced technical judgement, prioritisation and the ability to make sound decisions in fast-changing circumstances.

8. Physical Demands

The amount and continuity of physical effort required doing the job.

8.1 Type and Frequency of Physical Demand

Please indicate the type, frequency and duration of any physically demanding activity that is a requirement of the post.

Type of Physically demanding activity (e.g. standing, walking, lifting, cleaning)	Frequency and duration (e.g. 2 hours every day)
Prolonged periods of desk-based work, including analysing data, reviewing documentation, reports and case management systems.	Daily – 7HRS PER SHIFT

Regular movement around the Digital Forensics workspace, including laboratory areas and secure evidence rooms to engage with technicians and practitioners.	Daily – 7HRS PER SHIFT
Occasional attendance at scenes or operational locations as a senior SME to provide advice regarding digital evidence recovery.	Occasional, as required by operational need.
Occasional carrying or handling of digital devices or related exhibits (e.g., laptops, mobile devices, storage media) when supporting operational reviews or laboratory functions, though not as a primary duty.	Occasional

8.2 Use of IT Equipment

Does the post require the use of IT equipment above and beyond the use of standard issue GMP laptops and mobile telecommunications devices? If yes please indicate the nature and level of usage.

Nature of usage (e.g. spreadsheets, data entry)	Level of usage (e.g. 2 hours every day)
Use of specialist digital forensic equipment/tools/processes, case management platforms, workflow tools and reporting systems.	Daily
Use of multiple screens and high-performance workstations to review large datasets, parse artefacts manually and interpret complex structures such as databases, logs and file systems.	Daily
Use of video conferencing, secure communication platforms and digital collaboration tools for operational meetings and coordination with Investigators, SIOs, districts, CPS and external partners.	Daily
Use of technical tools requiring advanced IT competence, including working with raw data, scripts, or low-level artefact parsing when automated tools are insufficient.	Regularly within complex examinations

9. Working Conditions

9.1 Normal Place of Work

Indicate the post's normal place(s) of work (e.g. office, client's house, workshop etc). Where more than one place is specified please indicate the relative time spent in each.

The role is primarily based at the central Digital Forensics Unit (Vestigo House), which includes office areas, technical workspaces and digital forensic laboratory environments. The majority of work is undertaken on site, with occasional travel to other GMP sites for meetings or attend crime scenes as Senior SME.

9.2 Disagreeable Conditions

Is the post exposed to any disagreeable conditions (e.g. working outside, noise, dirt etc)?
If yes please indicate the type of condition below and the frequency and duration of exposure.

Nature of condition (e.g. noise, working outside)	Level of exposure (e.g. 2 hours every day)

Exposure to sensitive, distressing and illegal digital material, including child sexual abuse imagery, extreme content and other prohibited material, when supporting operational reviews or during case escalations.	Regular inherent part of the digital forensic environment.
Technical laboratory conditions, including working around specialist equipment, evidence handling areas and secure digital storage spaces.	Regular inherent part of the digital forensic environment.
Occasional work at operational scenes, which may involve unfavourable or unpredictable environments.	Occasional, as required operationally.

10. Work Context

10.1 Potential Risk to Personal Health or Safety

Is there any potential risk to personal safety, illness, health (either physical or psychological)? If yes please give examples stating who or what poses the potential risk and the frequency of exposure.

Nature of risk	Frequency of Exposure
Psychological risk arising from exposure to highly distressing and illegal digital material, including child sexual abuse imagery, extreme content and prohibited images, as part of operational reviews, escalations and supporting investigators.	Regular inherent part of the digital forensic environment.
Stress and cognitive pressure caused by managing high-risk cases, urgent operational escalations, competing demands, CPS/Court deadlines, and situations where incorrect decisions may have significant investigative or legal consequences.	Regular inherent part of the digital forensic environment.
Occasional physical risk when attending operational scenes or unfamiliar environments to provide specialist advice on digital evidence recovery.	Occasional.
Responsibility for initial building-related safety issues out-of-hours, including site access, power failures, and communication room impacts, when acting as the point of contact in SLT absence.	Occasional.

If the post involves contact with the public or clients can the post holder call on the immediate support of other members of staff? Please give examples.

Although the role does not routinely involve frontline public contact, it regularly involves direct engagement with investigators, SIOs, CPS and occasionally Courts, often on sensitive, legal or contentious matters. Support is available from peers, Digital Forensic SLT, and other Force departments.

11. Knowledge and Skill

This factor measures knowledge and skills, in their broadest sense, in relation to the work or discipline required by any job covered by the Scheme, and which are necessary for the competent performance of the full duties and responsibilities of the job.

11.1 Type of Knowledge and Skill

What type of knowledge and skill is required in order to perform the duties of the post? Indicate also the depth of knowledge/skill required in each.

These may include technical, professional, operational or specialist disciplines as well as caring, interpersonal, literacy and linguistic skills, diplomacy, sensitivity, tact, dexterity, numeracy, knowledge of equipment and machinery, operational techniques, concepts, theories, procedures, and communications and management skills.

Type of Knowledge / Skill	Depth of knowledge / skill (e.g. Basic knowledge, Working knowledge, council expert)
Digital forensic science principles, methods and processes (triage, acquisition, processing, analysis, reporting).	Detailed / expert understanding required to oversee complex investigative and laboratory workflows.
Digital devices, operating systems, file systems, data structures and common forensic artefacts.	Detailed / expert technical knowledge to interpret evidence, assess submissions and advise investigators.
Integration of advanced technical/scientific digital forensic expertise with detailed understanding of legislation governing digital evidence (PACE, PCSC, CPIA, Computer Misuse Act, RIPA, Investigatory Powers Act, CSA legislation)	Essential for ensuring all digital forensic activity is lawful, proportionate, evidentially robust and compliant with ISO 17020/17025 and the Forensic Science Regulator's Code of Practice.
Quality and accreditation standards (ISO 17020/17025, Forensic Science Regulator's Code of Practice).	Detailed working knowledge to maintain compliance, support audits and ensure quality assurance.
Knowledge of how forensic tools decode/parse data and when manual intervention is required	Advanced technical understanding – required to ensure evidential accuracy and prevent misinterpretation.
Analytical, problem-solving and decision-making skills in high-pressure and time-critical environments.	High level – required daily in complex and sensitive investigations.
Communication skills (explaining technical issues clearly, influencing senior officers, preparing reports, presenting evidence).	High level – required for briefings, CPS liaison and Court presentation.
Understanding of digital forensic software, case management systems, automation tools and specialist IT platforms.	Detailed operational knowledge required to oversee implementation and ensure effective use.
Mentoring, coaching and technical support to practitioners	Developed practitioner-mentoring skills – required to support capability and ensure high-quality output.

11.2 Most Important Areas of Knowledge

From the above list give the two/three most important. Please give specific work examples to explain what is delivered in the job by an effective application of these two or three types of knowledge/skill

The most important areas of knowledge for this role centre on the advanced technical and scientific understanding required within digital forensics, including deep knowledge of device architectures, file systems, data structures and forensic artefacts. This high-level technical capability enables the post holder to undertake complex examinations and interpret data in situations where automated tools cannot decode or parse the information.

A further essential area is the ability to manually interpret raw digital data, such as databases, logs, proprietary artefacts or binary structures, using analytical skills comparable to programming or low-level data modelling to reconstruct evidential material accurately.

In addition, the role requires a strong working knowledge of the legislation and regulatory frameworks that govern digital evidence, particularly PACE, PCSC, CPIA, and safeguarding legislation relating to CSE and computer misuse, due to the nature of material frequently encountered in digital forensic work. This combination of deep technical expertise and applied legal understanding ensures that examinations, reporting and disclosure decisions are lawful, proportionate, compliant with ISO 17020/17025 and the Forensic Science Regulator's Code of Practice, and suitable for use within the criminal justice system.

11.3 Experience

Describe the type of experience required to do the job (e.g. domestic/non-work environment/voluntary work/academic work/other).

The role requires substantial experience as a digital forensic practitioner, including the acquisition, processing, analysis, interpretation and reporting of digital evidence across serious, complex and major investigations. The post holder must have extensive experience conducting unsupervised examinations across a wide range of digital devices and data sources, including advanced analysis of novel or technically challenging artefacts where automated tools are insufficient. They must also have experience preparing detailed forensic statements and Streamlined Forensic Reports, supporting investigators and SIOs with digital forensic strategy, contributing to risk assessments, prioritisation decisions and participating in case meetings.

Experience mentoring and supporting junior practitioners is essential, as is experience conducting peer review, maintaining evidential integrity, and contributing to quality and accreditation compliance. The role also requires experience in adapting workflows, solving complex technical problems and supporting the continuous improvement of digital forensic capability.

CONFIDENTIAL

Post: Senior Digital I
Branch: VH Serious Cr
Ref Number: 2182s

Important Notes

Factor	Factor Level	Points
Supervision / Management	110	**16**
Creativity & Innovation	5	**76**
Contacts & Relationship	5	**92**
Decisions - Discretion	4	**68**
Decisions - Consequences	3	**36**
Resources	2	**20**

Work Demands	4	**32**
Physical Demands	1	**6**
Working Conditions	1	**6**
Work Context	2	**16**
Knowledge & Skills	4	**144**
Total	**512**	
Grade	**I**	

Forensic Investigator
ime Division (Forensic Services)

The existing GRADE G/I, Digital Forensic Investigator role has been reworked, with the higher end (Grade I) of that role likely to have split out into this new role.

Rationale
No supervision / management. Mentoring less experienced members of the unit. Panel recognised that postholder would be covering (coordinating) for when supervisor was absent, but postholder would not have any formal line management authorities. Person Specification indicates postholder will be acting as lead digital forensic investigator (which would include the tasking of other staff), and the panel noted this differs from the role below in that it specifically relates to large / complex investigations. The line manager has confirmed that all roles in the unit peer-review / quality-check each other's work. All considered, the panel did not think these activities amounted to formal temporary supervision duties.
Panel felt innovation was easier to determine in the role, compared to the role below. In particular, as described in the other JEs, the line manager advises that the unit often encounters technical issues due to support software lagging several months behind device updates, which can cause outputs to differ from what is expected, or prevent data from being extracted at all. At the Investigator level, postholders are expected to be more creative at resolving these issues through the use of programming (which could either be moderately straight-forward scripts or input into more complicated programs), adjusting data models (which make use of Structured Query Language (SQL) to extract and analyse large data sets), all of which needs validation (i.e. comparison against known methods to ensure techniques are proven / admissible as evidence). They are also more likely to handle novel devices, and are expected to be more proactive at recommending improvements. The Senior role undertakes the same work but at a more advanced level; there is a heavier emphasis on creating bespoke workflows (which could involve programming apps / tools as opposed to scripts), handling novel devices / emerging technologies, taking a lead on validation / compliance, plus applying these skills on a more frequent basis. The line manager advises that Investigators handle 'standard' investigations (where there is used fixed strategies) whereas Senior Investigators handle high-risk large-scale investigations (major incidents / CSE / Fraud) where more tailored 'bespoke' solutions are often needed. We are further advised that this role is being separated out from the Investigator to recognise that especially experienced and technical individuals which wasn't fully recognised in the previous, merged role. At this level in the unit, the panel sees blank sheet / fresh thinking (Level 5) becoming established in the role.
As with the Investigator role below, postholder liaises internally and externally (as well as with members of the public) to advise on best practice and procedures in respect of digital device investigations and data sources, in accordance with protocol / legislation etc. Postholder also attending operational or case meetings, and presents evidence at court as an expert witness. The role represents the organisation in communications with CPS and Counsel regarding technical findings, supporting accurate interpretation and disclosure. The post holder also contributes to maintaining accreditation standards by participating in quality assurance processes, audits and compliance activities. The key difference is that the Senior handles high-risk large-scale investigations (major incidents / CSE / Fraud), where there is less likely to be fixed investigation strategies, therefore at case meetings the postholder will be working out tailored strategies with SIOs on complex cases, requiring a degree of negotiation and tact to agree, resolve disputes over strategy, and moderate expectations. At the senior level, the postholder will be attending meetings unsupervised. Therefore at this level, we see the introduction of complex cases requiring tailored strategy to be negotiated, with material effects extending outside of the digital forensics unit.
The JEQ provides the same (or very similar) examples to the role below but with greater emphasis on high-risk investigations and approaches for handling novel devices. Again, a key difference is that the Senior handles high-risk large-scale investigations (major incidents / CSE / Fraud), where there is less likely to be fixed investigation strategies, and so decisions made are more likely to affect working standards. But panel agrees this continues to be in line with Level 4, and thought it was appropriate for Decisions and Consequences to match the higher end of the Investigator role below.
See above.
The panel had some debate over the Resources factor. Role previously received a Level 2. The unit handles digital devices "exhibits" that contain data relevant to investigations. Under JE conventions, a Level 2 can be awarded to roles that have "responsibility of handling / safekeeping of criminal evidence" which "must be original / irreplicable". Although evidence retrieved from devices is digital, exhibits must be handled properly so as not to jeopardise the prospects of retrieval and to ensure devices are eventually returned in reasonable condition. Examples of roles that receive a Level 2 include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, panel thinks there's a precedent that could be applied to the unit i.e. roles that handle evidence or property but don't have the ultimate responsibility for security / safekeeping). Because device handling is a key facet of work undertaken by the unit, the panel feels a Resources score is appropriate to all roles in the unit despite each roles handling devices to a different extent.

The JEQ cites frequent (daily) interruptions from urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation, strict deadlines from time-critical / priority investigations (threat-to-life / serious crime), CPS / Court deadlines for charging decisions, SLAs, etc. During questioning the unit manager explained that Digital Forensics is seen as a very busy growth area in the force, where postholders across all roles encounter competing demands and expected to self-manage time once competent in role. Examples given include submissions unexpected evolving into much longer investigation, and sudden interruptions from urgent high-risk investigations and escalations due to safeguarding concerns. We are advised that postholders in lower-graded roles will typically only handle a couple of investigations at a time to prevent them from becoming overwhelmed, which indicates that work (i.e. priorities, conflicts) is managed by senior-grades and above;- those beginning to manage and lead investigations (i.e. the higher end of the Investigator and above). We are further advised that Investigators handle 'standard' investigations (where there is used fixed strategies) whereas Senior Investigators handle high-risk large-scale investigations (major incidents / CSE / Fraud), which is a further aggravating factor on Work Demands The panel thinks Work Demands (Level 4) applies to this role, and although recognising handling complex / large-scale is a further influence, we felt that constant pressure (Level 5) would apply to more senior roles.
No heightened physical demands. Generally office based, with occasional attendance at scenes, however this be to provide advice i.e. not physically recovering exhibits.
Generally office based, with occasional attendance at scenes, however this be to provide advice i.e. not physically recovering exhibits. The JEQ cites "unfavourable or unpredictable environments" but this just generally refers to scenes where police presence may not be welcomed (see: Work Context).
Both the JD and JEQ highlight that the postholder will have sight of serious or potentially disturbing material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content which will have a significant psychological, operational and legal risk. Regarding scene attendance, during questioning the unit manager explains this is typically infrequent and often involves going to a secure crime scene where the site is secure and safe, however on occasion staff may need to attend a sex offenders house who is under license with a sex offender manager. The scenes have a suspect present and can be more volatile / hostile. However scenes are dynamically risk assessed and if staff ever feel the environment is not safe will not conduct the work. The panel agrees there is some risk to safety / wellbeing present in the role.
Postholder has a senior level of expertise in the unit; they need to be educated to degree level and have substantial practitioner experience. They are involved in the handling of novel devices / emerging tech, building bespoke processes or develop improvements to processes. They act as lead on large / complex investigations directing the work of other staff members. They work with Investigating officers and direct digital investigation strategies. They have knowledge of legislation, how findings are presented to the justice system, and act as an expert witness for the courts. In terms of specialisms; potential areas are; the practical side of digital forensics, the policing / justice side (in terms of the legislation and how results feed through into the justice system), acting as a lead / temporary supervision, communication skills (negotiating investigation strategies, using different techniques to convey technically complex / sensitive messages at different levels). The panel had difficulties describing a range of activities / disciplines. The panel felt that both the practical and legal side of digital forensics could be argued as one specialism, whereas the other skills above were not deemed as specialist. The panel felt that the nature of the role would be expected to attract a higher Knowledge & Skills score, but ultimately was unable to score higher than Level 4 without being able to justify a range of disciplines.

CONFIDENTIAL

Post: Digital Forensic Investigator
Branch: VH - Serious Crime Division
Ref Number: 2183s

Important Notes	Business area is seeki This JD is an amended duties have been sepa

	Lower		Higher	
Factor	**Factor Level**	**Points**	**Factor Level**	**Points**
Supervision / Management	110	**16**	110	**16**
Creativity & Innovation	3	**52**	4	**64**
Contacts & Relationship	3	**56**	4	**74**
Decisions - Discretion	3	**52**	4	**68**
Decisions - Consequences	3	**36**	3	**36**
Resources	2	**20**	2	**20**

Work Demands	3	**24**	4	**32**
Physical Demands	1	**6**	1	**6**
Working Conditions	1	**6**	1	**6**
Work Context	2	**16**	2	**16**
Knowledge & Skills	4	**144**	4	**144**
Total	**428**		**482**	
Grade	**F**		**H**	

(Forensic Services)

ng a career-graded post (therefore two sets of scores will be needed for the lower / higher grade).

l version of the existing Grade G/I role. However, we're advised that grade F duties from the Grade D/F Evidence Examiner role have been moved into this role, whereas grade I rated out into a separate role (which explains why the branch is anticipating a lower career grade F/H for this evaluation).

Rationale
No supervision / management. Mentoring less experienced members of the unit. Panel recognised that postholder would be covering (coordinating) for when supervisor was absent, but postholder would not have any formal line management authorities. Person Specification indicates postholder will be acting as lead digital forensic investigator once experienced (which would include the tasking of other staff). The line manager has confirmed that all roles in the unit peer-review / quality-check each other's work. All considered, the panel did not think these activities amounted to formal temporary supervision duties.
Panel felt creativity and innovation were present (Level 4), but blank sheet / fresh thinking (Level 5) was difficult to determine. In particular, as described in the Technician JE, the line manager advises that the unit often encounters technical issues due to support software lagging several months behind device updates, which can cause outputs to differ from what is expected, or prevent data from being extracted at all. At the Investigator level, postholders are expected to be more creative at resolving these issues through the use of programming (which could either be moderately straight-forward scripts or input into more complicated programs), adjusting data models (which make use of Structured Query Language (SQL) to extract and analyse large data sets), all of which needs validation (i.e. comparison against known methods to ensure techniques are proven / admissible as evidence). They are also more likely to handle novel devices, and are expected to be more proactive at recommending improvements. Therefore, at this level in the unit, the panel sees innovation entering into the role. The line manager again describes these activities as "once competent in role", emphasising a continued journey of expertise within the unit. The line manager further mentions that as we approach higher grades within the unit, different postholders develop unique skill sets, and the decision to separate the previous Grade I element of this role into Senior Investigator intends to recognise that (indicates that fresh thinking / more substantial solutions may become the domain of the Senior role).
The postholder liaises internally and externally (as well as with members of the public) to advise on best practice and procedures in respect of digital device investigations and data sources, in accordance with protocol / legislation etc. Postholder also attending operational or case meetings, and presents evidence at court as an expert witness. The role represents the organisation in communications with CPS and Counsel regarding technical findings, supporting accurate interpretation and disclosure. The post holder also contributes to maintaining accreditation standards by participating in quality assurance processes, audits and compliance activities. This representation varies from weekly case related interactions to less frequent but high impact court appearances or audit involvement. The panel felt these activities may require more detailed assessment and planning, and some authority in provision of service (i.e. Level 4), but believed these activities will also be developed in-role (and therefore part of the career-grade split). The JD repeats the same point about the postholder being Subject Matter Expert, but key wording here again is "in the scope of the role" (which reads strongly and a reword may be suggested).
The JEQ provides the same (or very similar) examples to the role below when it comes to selecting the appropriate workflows, but with more of an emphasis on prioritising work / determining the appropriate sequencing. But in addition the postholder will be making decisions on what advice to provide Investigators re: evidential opportunities, limitations, strategies. They're also deciding on what technical evidence should be included in statements / reports. Plus problem-solving technical difficulties (access and data output issues), creating or recommending improvements to forensic methods / analytical techniques. Advice is available but not expected to be sought except for complex / risky decisions. The panel thought some of these activities could affect the standards of work, but again that postholder is likely only to be having this impact once experienced in-role (therefore potential career-grade split).
The JEQ cites more significant consequences than the Technician role below, i.e. shaping of investigative strategies which can affect the outcome of trials, or the admissibility of evidence which can result in non-compliance findings. The panel recognised these consequences could clearly be significant (i.e. Level 3) but from an evaluation perspective would not consider them to be major (as wouldn't potentially would not bring a halt to forensic activities).
The panel had some debate over the Resources factor. Role previously received a Level 2. The unit handles digital devices "exhibits" that contain data relevant to investigations. Under JE conventions, a Level 2 can be awarded to roles that have "responsibility of handling / safekeeping of criminal evidence" which "must be original / irreplicable". Although evidence retrieved from devices is digital, exhibits must be handled properly so as not to jeopardise the prospects of retrieval and to ensure devices are eventually returned in reasonable condition. Examples of roles that receive a Level 2 include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, panel thinks there's a precedent that could be applied to the unit i.e. roles that handle evidence or property but don't have the ultimate responsibility for security / safekeeping). Because device handling is a key facet of work undertaken by the unit, the panel feels a Resources score is appropriate to all roles in the unit despite each roles handling devices to a different extent.

The JEQ cites frequent (daily) interruptions from urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation, strict deadlines from time-critical / priority investigations (threat-to-life / serious crime), CPS / Court deadlines for charging decisions, SLAs, etc. During questioning the unit manager explained that Digital Forensics is seen as a very busy growth area in the force, where postholders across all roles encounter competing demands and expected to self-manage time once competent in role. Examples given include submissions unexpected evolving into much longer investigation, and sudden interruptions from urgent high risk investigations and escalations due to safeguarding concerns. We are advised that postholders in lower-graded roles will typically only handle a couple of investigations at a time to prevent them from becoming overwhelmed, which indicates that work (i.e. priorities, conflicts) is managed by senior-grades and above;- those beginning to manage and lead investigations (i.e. the higher end of this role and above). This is further indicated in the Person Specification, which indicates there's increasing pressure as the postholder develops in the role, i.e. more emphasis on being able to handle multiple simultaneous investigations, prioritise workload, and work unsupervised. Therefore, although panel thinks a step-up in Work Demands (Level 4) applies at the higher end of this role.
No heightened physical demands. Generally office based, with occasional attendance at scenes, however this be to provide advice i.e. not physically recovering exhibits.
Generally office based, with occasional attendance at scenes, however this be to provide advice i.e. not physically recovering exhibits. The JEQ cites "unfavourable or unpredictable environments" but this just generally refers to scenes where police presence may not be welcomed (see: Work Context).
Both the JD and JEQ highlight that the postholder will have sight of serious or potentially disturbing material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content which will have a significant psychological, operational and legal risk. Regarding scene attendance, during questioning the unit manager explains this is typically infrequent and often involves going to a secure crime scene where the site is secure and safe, however on occasion staff may need to attend a sex offenders house who is under license with a sex offender manager. The scenes have a suspect present and can be more volatile / hostile. However scenes are dynamically risk assessed and if staff ever feel the environment is not safe will not conduct the work. The panel agrees there is some risk to safety / wellbeing present in the role.
The panel thought the major distinguishing factor between the lower / higher end of this role relates to experience (with the increased technical knowledge to handle complex cases, more emphasis on decision-making etc.). And therefore the requested career-grade split is better shown in other factors. Advanced procedural tasks in a specialist discipline.

GREATER MANCHESTER POLICE
JOB DESCRIPTION

POST TITLE:	Digital Forensic Investigator
DEPARTMENT/DIVISION/BRANCH:	Forensic Services Branch
SECTION/UNIT:	Digital Forensics
GRADE:	F – H (TBC)
RESPONSIBLE TO:	Digital Forensic Investigation Supervisor
RESPONSIBLE FOR:	N/A
AIM OF JOB:	To undertake intelligence-led digital forensic examinations of digital devices and data sources, producing clear, accurate, and robust evidence suitable for court and supporting investigative decision-making. To manage and progress a personal caseload, conducting the identification, triage, preservation, acquisition, processing, analysis and reporting of digital evidence in line with national guidance, legal requirements and organisational standards. To act as a Digital Forensics Subject Matter Expert (SME) within the scope of the role, providing technical advice and support in relation to the examination, analysis and interpretation of digital evidence.

MAIN DUTIES AND RESPONSIBILITIES

Digital Forensic Practice and Technical Oversight

- Conduct intelligence-led digital forensic examinations using validated software, hardware and processes to triage, acquire, process, analyse, and interpret data from digital devices and data sources.
- Maintain a comprehensive understanding of digital forensics techniques, principles and methodologies, including the identification, preservation, acquisition, examination, analysis and reporting of digital evidence.
- Manage assigned digital forensic requests within their caseload, including dynamic reviews and risk assessments, prioritisation, updates to Investigators/Officers, and maintaining contemporaneous notes.
- To act as a Digital Forensics Subject Matter Expert (SME) within the scope of the role, providing technical advice and support in relation to the examination, analysis and interpretation of digital evidence.
- Liaise with GMP staff/officers, other agencies and members of the public and advise them in relation to best practice and procedures for investigating digital devices and data sources in accordance with nationally agreed protocols, law, legislation and policies.
- Deal with digital forensic enquiries, offering advice on the services provided by the unit and the appropriate methods for preserving and reviewing digital devices and data sources.
- Responsible for working with investigating officers and directing the investigation in relation to digital forensics.
- Support the Digital Forensic Submission process by assessing requests, advising on investigative approaches, and generating digital strategies.
- Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence.
- Ensure effective communication with relevant parties (e.g. Officer in the Case (OIC), Senior Responsible Officer (SIO), Crown Prosecution Service (CPS), counsel) throughout the investigation and ensure timely escalation of risk.
- Provide expert interpretation of digital evidence through detailed statements, Streamlined Forensic Reports and case-specific reports, ensuring full CPIA-compliant disclosure.
- Attend court to present evidence as a digital forensic SME when required.
- When required to, receive property for digital forensic examination and in line with the unit policies.
- Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance.

Training, Development and Communication

- To act as a mentor for less experienced members of the unit providing continuous development, training, peer review and support.
- Deliver training and guidance to officers and staff to enhance understanding of digital forensic capability, evidence types and procedures.
- Promote positive change, ensuring successful improvements to digital forensic services.

Forensic Quality and Regulation

- Ensure all Forensic Science Activities (FSAs) are conducted in accordance with the Forensic Science Regulator Act 2021 and comply with the FSR Code of Practice, relevant accreditation standards (e.g., ISO/IEC 17025 or ISO/IEC 17020) and local policies and procedures.

- Maintain accurate, contemporaneous, and auditable records to demonstrate evidential integrity, technical compliance, and adherence to validated procedures and accreditation scopes.

- Undertake and participate in internal and external quality assurance processes – including audits, proficiency testing, method validation, and competency assessment – to support continuous improvement and regulatory compliance.

- Report non-conformities, quality risks, or deviations from approved procedures promptly and contribute to corrective and preventative actions to maintain accreditation and regulatory standards.

- Keep up to date with the latest updates and modifications to the FSR Act 2021, FSR Code of Practice, accreditation standards and local procedures, ensuring that all activities remain compliant.

- Conduct quality checks of technical work undertaken to ensure compliance with agreed standards upon request.
- Support research and development of new techniques and methodologies in response to emerging technologies and operational needs, ensuring they meet accreditation standards and integrity for court.

- Commit to continuous professional development and participate in relevant competency and proficiency testing.

Deliver a high quality, victim focused service to members of the public, ensuring compassionate, respectful, and responsive engagement that promotes confidence in policing and provides reassurance across all communities

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.

- To promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.

- 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.

- Ensure staff adhere to relevant Force procedures in relation to Information management by ensuring appropriate processes are in place to monitor compliance in relating to the collection, recording, evaluation and sharing of information and providing the appropriate feedback to maintain and improve information quality in compliance with the Code of Practice on Management of Police Information 2005.

- 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 **Digital Forensic Investigator** has been identified as: **A Peer 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 Investigator
FORENSIC SERVICES

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
Qualifications/Education		
Grade F		
Level 6 qualification in a technical, digital forensic or computer related subject, or relevant experience demonstrating the same level of skills/knowledge.	E	AF/C
Completed training which covers the acquisition and processing stage of the digital forensic process.	E	AF/C
Completed training in the use of commercial digital forensic software.	E	AF/C
Willing to attend and complete training in digital forensic tools and methods as required.	E	
Grade G *As for Grade G plus:*	E	AF/C
Completed training which covers the processing and analysis stage of the digital forensic process.		
Grade H *As for Grade G plus:*	D	AF/C
Level 7 qualification in a digital forensic, cyber security or computer related subject.		
Experience		
Grade F		
Significant experience as a practitioner in the digital forensic field covering the triage, acquisition and processing of digital data.	E	AF/I
Experience identifying risk and escalating appropriately.	E	AF/I
Experience of working in a law enforcement environment with a variety of crime types.	E	AF/I
Experience working with Investigators and providing advice on digital forensic processes.	E	AF/I

Grade G *As for Grade F plus:*		
Experience as a practitioner in the digital forensic field covering the analysis, interpretation, and reporting of digital evidence.	E	AF/I
Experience of conducting digital investigations across a wide range of digital devices and data sources with minimum supervision.	E	AF/I
Experience producing detailed statements, Streamlined Forensic Reports and case-specific reports.	E	AF/I
Experience in attending case meetings and working with Investigators to direct digital investigation strategies.	E	AF/I
Experience of dealing with the UK Legal System including Courts & CPS.	E	AF/I
Ability to proactively manage caseloads, assessing risk, prioritising, and dynamically adapting to change.	E	AF/I
Demonstrating the ability to be proactive and innovative in the development of new techniques to recover, process, analyse, and interpret digital forensic evidence.	E	AF/I
Trained and mentored staff in the field of digital forensics.	E	AF/I
Experience of presenting evidence at court.	D	AF/I
Grade H *As for Grade G plus:*	E	AF/I
Worked as a practitioner within the digital forensic field with extensive experience in analysing and interpreting data from digital devices and data sources.	E	AF/I
Experience as a practitioner in the digital forensic field dealing with serious, complex, and major investigations.	E	AF/I
Experience of conducting unsupervised digital investigations across a wide range of digital devices and data sources.	E	AF/I
Experience of conducting processing, analysis, and interpretation across new technology, file systems, and data structures.	E	AF/I

Acted as the lead Digital Forensic Investigator on large and/or complex investigations and direct the work of other staff members. Experienced in assessing submissions to determine risk, investigative aims, priority, and then selecting the most appropriate technical processes or workflow.	E	AF/I
Knowledge **Grade F** Knowledge and understanding of the provision of digital forensic science and policing enquires to criminal investigations.	E	I/T
Knowledge and understanding of the main functions and types of digital devices and data sources.	E	I/T
Have a practical understanding of the importance of evidential integrity of exhibits; seizure, storage and continuity.	E	I/T
Practical knowledge of the digital forensic and digital policing techniques/tactics available in investigations.	E	I/T
Knowledge and understanding of associated best practice and principles for Digital Forensics	E	I/T
Knowledge and understanding of the Forensic Science Regulator's Codes of Practice and other relevant standards.	E	I/T
Knowledge of the principles regarding digital forensic method validation.	E	I/T
Grade G *As for Grade F plus:* Knowledge and understanding of how digital forensic software decodes and parses data.	E	I/T
Knowledge and understanding of common data structures, file systems, and operating systems.	E	I/T
Knowledge and understanding of primary forensic artefacts and how they prove or negate a criminal offence.	E	I/T
An understanding of legislation relating to digital investigations.	E	I/T
Knowledge of how digital forensic findings are presented to the Criminal Justice System.	E	I/T
Knowledge of the application of the National Decision-Making Model and Code of Ethics.	E	I/T

Grade H *As for Grade G plus:*		
A good understanding of legislation relating to digital investigations.	E	I/T
Developed knowledge in novel technology/file systems/operating systems/data structures and shared with wider team.	E	I/T
Skills/Abilities		
Grade F		
Has the ability to manage a variety of different workloads, possessing the aptitude to modify plans and priorities.	E	AF/I
Ability to develop and utilise new technologies to further improve the effective and efficient provision of digital forensics.	E	AF/I
Ability to communicate with Investigators to provide advice relating to digital investigations.	E	AF/I
Capable of maintaining strict confidentiality.	E	AF/I
Ability to deal with serious or potentially disturbing material.	E	AF/I
Grade G *As for Grade G plus:*		
Able to manage complex, lengthy and sometimes repetitive enquiries, analysing data to produce clear, concise and accurate reports.	E	AF/I
Ability to work well under pressure, maintaining awareness of multiple investigations and prioritising workload accordingly.	E	AF/I
Ability to convey technical information in a manner understandable to the audience.	E	AF/I
Ability to assess, decide/resolve issues logically and objectively.	E	AF/I
Grade H *As for Grade G plus:*		
Ability to parse databases, and other data structures, without the use of digital forensic software or automated processing.	E	AF/I
Ability to convey difficult messages and use a range of communication techniques at different levels within the organisation.	E	AF/I

Ability to deliver objectives and make considered decisions under pressure and within tight timescale to meet the needs of critical and dynamic cases and situations.	E	AF/I

Other		
Has achieved a good attendance record.	E	AF(E)
Willing to work shifts and provide weekend cover.	E	AF/I
Full UK driving licence.	E	AF(E)
Willing to undertake a Basic driver authority driving test and drive a fleet vehicle.	E	I
Willing to undertake Basic Personal Safety, Radio, and First Aid Training for on scene attendance.	E	I
Fit to carry out duties including lifting, carrying, loading / unloading, handling equipment and materials	E	I
As a condition of being appointed to this post an individual will be required to provide a sample of their Biometric material. These samples may be searched against National Databases to assist in the elimination of identified samples recovered from crime scenes.	E	I
Willing to have appropriate vaccinations and keep them up to date.	E	I
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting	E	AF(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.

GLPC JOB EVALUATION SCHEME

JOB EVALUATION QUESTIONNAIRE (JEQ)

VERSION 0.3 (adapted Dec 2024 for use by GMP)

Name (Individual completing the form):	[redacted]
Post Title:	Digital Forensic Investigator
Pre-evaluation Grade (if existing post):	G-I Note: the current Digital Forensic Investigator is G to I but criteria of the I grade has been created as new job description – Senior Digital Forensic Investigator. Note: the current Digital Forensic Evidence Examiner is D to F but the criteria for the F have been merged with this job description.
District/Branch:	Forensic Services Branch
Section/Unit:	Digital Forensics
Post No (if existing post):	CVH0014358
Responsible To:	Digital Forensic Investigation Supervisor

CONTENTS AGREED BY:	
Name of individual completing the form:	**Name of Manager:** [redacted]
Signature:	**Signature:**
Date:	**Date:**

INSTRUCTIONS

The purpose of this questionnaire is to record key information and job content to help in the evaluation of the post. The information should relate to the post and not to the individual who might occupy it at present.

An up to date job description and an organisational structure chart should also be attached.

MAIN PURPOSE / REASON FOR THE JOB:

Please describe in detail the overall purpose of the job.

Digital Forensic Overview

Digital forensics is a specialist field focused on the recovery, examination and interpretation of data from digital devices such as mobile phones, computers, cloud platforms and online services. Unlike traditional forensic disciplines, digital forensics deal with vast and constantly changing technologies, rapidly evolving operating systems, encryption, data security features and large-scale datasets. The work carries significant operational, legal and investigative risk, as incorrect handling or interpretation of digital evidence can directly affect criminal justice outcomes. The role therefore requires a broad and continually updated knowledge base, high levels of technical expertise, and the ability to manage complex workflows and risks that are unique to digital investigations. This makes digital forensics inherently more complex and technologically demanding than many other forensic specialisms, requiring specialist oversight to ensure accuracy, integrity and compliance.

Digital forensic work follows a structured sequence of methods: *triage*, where devices or data sources are rapidly assessed to determine relevance and urgency; *acquisition*, where an exact, forensic copy of the data is securely captured; *processing*, where specialised tools prepare and extract information from large volumes of complex digital data; *analysis*, where practitioners interpret the results to identify evidence, intelligence or safeguarding concerns; and *reporting*, where findings are documented clearly and accurately for investigators, courts and other decision-makers.

Digital forensics also carries responsibility for the examination and analysis of highly sensitive and illegal material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content. This work must be conducted with exceptional accuracy and strict adherence to legal, ethical and safeguarding requirements, as digital forensic practitioners are often required to identify victims, assess risk and provide evidence that directly impacts child protection and criminal justice outcomes. The handling of such material presents significant psychological, operational and legal risk, further increasing the complexity and specialist nature of digital forensic operations compared with many other forensic disciplines.

Role Overview

The Digital Forensic Investigator is responsible for conducting intelligence-led examinations of digital devices and data sources to produce clear, accurate and robust evidence that supports criminal investigations and court proceedings. The role undertakes the digital forensic process including, triage, acquisition, processing, analysis and reporting, at a level appropriate to the post holder's grade (F–H), with increasing autonomy and complexity as experience develops. The post manages its own caseload, prioritises work based on risk and operational demand, and ensures that all forensic activity is conducted to national, legal and organisational standards. As a Subject Matter Expert, the role provides technical advice to investigators, contributes to digital forensic strategies, and produces evidential reports suitable for the criminal justice system.

Higher-grade post holders (G–H) undertake more complex analysis, interpret advanced data structures, support less experienced practitioners and may attend scenes or meetings to provide technical advice.	
MAIN RESPONSIBILITIES, DUTIES & TASKS: Please list main job areas showing average proportion of the time spent on each.	
Please list the duties required for this role: ** See job description **	Please identify how often each occur – Daily, weekly, monthly, quarterly, or annually

1 Supervision / Management of People

This section records any direct responsibility the post has for the supervision or management of GMP employees or others.

1.1 GMP Employees – Full time responsibility

Indicate the number of employees directly supervised by the post. Indicate the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline, wellbeing, absence management). Indicate also where the supervision is shared with others and what tasks are shared. Direct supervision includes all employees managed by others for whom the post holder has line management responsibilities.

Title and nature of the work carried out	Number*	Nature of Authority
N/A		

Insert additional rows as required

1.2 *Numbers

If the numbers supervised vary throughout the year (e.g, if the post has temporary supervisory responsibility), please provide details of maximum and minimum numbers and timescales.

N/A

1.3 Deputising

Does the post have any formal deputising responsibility for managing employees? If so please indicate the nature of the responsibility and how often it occurs. Indicate the number and type of staff affected.

N/A

1.4 Project Teams

Does the post lead/manage or supervise any project teams? If so, indicate the type of project team, its composition, how long the post holder has this authority and the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline).

The post does not lead project teams. It may contribute practitioner-level technical feedback to small-scale evaluations of tools, techniques or processes when requested by the Digital Forensic Leadership Team.

1.5 Contract staff / Agency Workers

Specify any responsibility that the post has for contract or agency workers. Indicate the number involved and the nature of the responsibility.

N/A

1.6 Location of Employees

Are the employees supervised / managed by the postholder based at the same place of work, or on different site(s) or are they mobile? How often would the manager be at the same location as the employees? (For hybrid working arrangements, it would be the contracted place of work that needs to be taken into account.)

N/A

2. Creativity and Innovation

The extent to which the work requires innovation and imaginative responses to issues and in the resolution of problems.

2.1 Examples of Creativity / Innovation

Give examples of areas where the post requires creativity and innovation in for example design, specifications and tendering, counselling and caring, application of IT, policy development, interpersonal skills, written or spoken word.

The role requires regular creativity when examining a wide variety of digital devices, data sources and operating systems. Investigators must adapt validated forensic methods to suit differing device types, data formats and technical constraints, and determine the most appropriate analytical pathway for each case. Practitioners must interpret digital evidence in situations where tools present incomplete or ambiguous results and explain findings in a clear, accessible way to investigators. Higher-graded staff (G–H) may also identify improvements to workflows, assist in evaluating new tools or techniques, and provide technical insight to colleagues.

2.2 Examples of Problem Solving

Give examples of typical problems / situations a post holder will need to resolve during the course of their work. Indicate how frequently each type of problem / situation is likely to occur.

Examples include resolving extraction issues with damaged or encrypted devices, identifying relevant data among large datasets, interpreting artefacts across different file systems, and adapting analysis methods when unexpected technical issues arise. The role also requires daily problem-solving to balance workload, respond to operational enquiries, escalate risks appropriately and manage changes in investigative direction. These issues occur frequently and require logical reasoning, technical judgement and the ability to work under pressure.

2.3 Guidelines, procedures and systems

To what extent is the work undertaken by the post determined or assisted by guidelines, procedures and systems? Indicate how:

Work is supported by validated forensic processes, ISO 17020/17025 accreditation requirements, national guidelines and legal frameworks such as PACE. PCSC, and CPIA. However, these do not always prescribe exact solutions, and practitioners must interpret guidelines and apply technical judgement, especially when handling novel devices or new software versions.

3. Contacts and Relationships

The degree of personal contact and the nature of relationships with others required to carry out the job.

3.1 Nature of Contacts and Relationships

Describe contacts and relationships within the section or department, with other departments, the public, external groups and organisations, their purpose and frequency.

Who (e.g. work colleague, other department, client, suppliers etc)	Purpose of Contact (e.g. exchanging information, providing advice, providing care, formal training, negotiations etc)	Frequency (e.g. daily, weekly, etc)
Digital Forensic Practitioners & Digital Data Review Officers	Technical discussions, mentoring, peer review, supporting development, assisting with complex casework challenges	Daily
Digital Forensic Investigation Supervisor	Receiving direction, providing updates, escalating risks, and seeking case strategy guidance.	Daily
Senior Investigating Officers & OICs	Advising on forensic strategy, explaining evidential opportunities/limitations, discussing case requirements, and escalating risks	Daily to Weekly
Scene-based personnel	Advising on recovery, preservation and recording of digital evidence during operational deployments	As required
CPS, Solicitors, Barristers and Courts	Clarifying evidential requirements, disclosure queries, supporting case preparation. Providing expert evidence, submitting statements/reports, clarifying digital findings	As required / Case-dependent
Software Vendors / Technical Suppliers	Discussing upgrades, troubleshooting, evaluating new tools	As required

3.2 Complex / Contentious Issues

Does the post have to communicate with contacts on matters of a complex and/or contentious nature? Please give examples and indicate how often these occur.

The post holder must communicate highly technical information to non-technical audiences, provide defensible expert opinions, and ensure compliance with CPIA disclosure obligations. They also support junior practitioners in resolving technical difficulties, correcting errors and maintaining evidential integrity, often requiring sensitive conversations and professional judgement.

3.3 Representing GMP

Does the post represent or negotiate on behalf of GMP? Please identify the circumstances and how often this occurs.

The Digital Forensic Investigator represents GMP when providing digital forensic advice to investigators, attending operational or case meetings, and presenting evidence at court as an expert witness. The role represents the organisation in communications with CPS and Counsel regarding technical findings, supporting accurate interpretation and disclosure. The post holder also contributes to maintaining accreditation standards by participating in quality assurance processes, audits and compliance activities. This representation varies from weekly case-related interactions to less frequent but high-impact court appearances or audit involvement.

4. Decisions – Discretion

This factor looks at the decisions or recommendations that the post takes to achieve its outcome.

4.1 Decisions

Give examples of the most important decisions that your post requires. Record only those decisions, which the post has authority to take.

Nature of Decision	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Determining the most appropriate forensic approach for each case, including selection of triage, acquisition, processing and analysis methods for a wide range of device types and data sources.	Investigators, SIOs, CPS, Courts	Validated forensic methods, ISO 17020/17025, FSR Codes of Practice, legislation including PACE/PCSC/CPIA.
Independently conducting digital forensic examinations and interpreting evidential data.	Investigators, SIOs, CPS, Courts	National best practice, technical expertise, evidential integrity requirements.
Managing and prioritising own caseload, including assessing risk, identifying urgent tasks and determining appropriate sequencing of work.	Investigators, and victims	Risk frameworks, operational demand priorities, legal time constraints.
Providing technical advice to investigators relating to evidential opportunities, limitations and investigative strategy.	OICs, SIOs, investigators	Digital forensic principles, legal parameters, CPIA disclosure rules.
Preparing and authoring expert witness statements, reports and Streamlined Forensic Reports, determining what technical evidence is relevant and how it should be presented.	CPS, Courts, investigators	CPIA, Criminal Justice System expectations, ISO standards.
Conducting peer-review and quality checks of other practitioners' work and deciding whether it meets required forensic, legal and reporting standards.	DF practitioners, investigators, CPS, Courts	ISO 17020/17025, FSR Codes, internal quality procedures.

4.2 Recommendations

Give example of the most important recommendations that the post is required to make.

Nature of Recommendation and who it is given to (e.g. recommend change in procedure to manager)	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits

Recommending appropriate digital forensic strategies to OICs, including identifying evidential and investigative opportunities.	Investigators, SIOs, CPS, Courts	Legal frameworks, forensic principles, best practice.
Advising the Digital Forensic Investigation Supervisor and/or Digital Forensic Leadership on complex technical issues, emerging risks or cases requiring escalation.	DF Supervisor, DF Leadership	Operational policies, escalation routes, risk management thresholds.
Recommending improvements to forensic methods, examination approaches or analytical techniques based on experience and R&D involvement.	DF practitioners, DF Leadership	ISO/FSR requirements, validation rules.

4.3 Availability of Advice / Guidance

Describe how advice on what may be the limit to decision making is available from the post's manager, or other sources (e.g. rules, guidelines). Is this advice available all the time?

Advice and guidance are available from the Digital Forensic Investigation Supervisor and the Digital Forensic Leadership Team for complex, sensitive or high-risk decisions. The Digital Forensic Investigator is expected to make independent decisions on technical examination methods, forensic strategies, evidential interpretation and caseload management within established procedures, accreditation standards and legal frameworks (including PACE, PCSC, CPIA and ISO 17020/17025). Guidance from CAB, CJU, Legal Services or Quality/Accreditation colleagues is available for issues relating to evidential presentation, disclosure or compliance.

5. Decisions – Consequences

The impact of the decisions / recommendations taken.

The decisions and recommendations made by the Digital Forensic Investigator have significant operational, investigative and legal impact, and the full scope of these responsibilities is detailed in the Job Description.

5.1 Impact of Decisions / Recommendations

Identify the major consequences of any decisions or recommendations the post makes for clients, the public, other staff or the service.

Type of Decision / Recommendation	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Scale of Impact (e.g. limited - short term, major – long term effect)

Determining forensic strategy, including method selection and analytical approach for examinations.	Investigators, SIOs, victims, CPS, Courts	Major (Evidential & Legal) – affects evidential integrity, admissibility, and investigative outcomes.
Interpreting digital artefacts and producing analysis and reporting.	Investigators, CPS, Courts	Major (Judicial) – influences charging decisions, courtroom testimony and case direction.
Managing own caseload, prioritising tasks based on risk, urgency and operational demand.	Investigators, victims, DF team	Moderate to Major (Operational) – impacts timeliness of investigations and safeguarding considerations.
Providing expert advice to investigators on evidential opportunities, limitations or risks.	Investigators, SIOs, CPS	Major (Risk & Investigative Decisions) – shapes investigative strategy and interpretation of digital evidence.
Conducting peer-review and ensuring quality compliance of other practitioners' outputs.	DF practitioners, CPS, Courts	Major (Compliance & Quality) – errors may compromise forensic integrity, breach ISO/FSR standards, or jeopardise cases.

5.2 Implications of a decision by the post holder

If the post holder made a legitimate, but incorrect, decision, what would be the likely impact? Give potential examples below but exclude events that are highly unlikely to occur. For each example indicate how quickly the error would be identified and rectified.

A legitimate but incorrect decision by the Digital Forensic Investigator could have significant operational, evidential and legal consequences. An incorrect analytical approach or misinterpretation of artefacts may lead to erroneous or incomplete findings, potentially undermining an investigation, affecting CPS charging advice or being challenged in court. Inappropriate prioritisation or missed risk indicators could delay the identification of critical evidence, impact safeguarding considerations, or hinder investigative progress. Failure to identify quality issues during peer-review may result in outputs that do not meet ISO 17020/17025 or Forensic Science Regulator requirements, risking evidential inadmissibility or non-compliance findings.

Errors may be detected through peer review, supervisor oversight or quality assurance processes, but the consequences prior to identification may still be significant and could affect victims, legal outcomes and GMP's compliance obligations.

6. Resources

Personal and identifiable accountability for physical and financial resources including those of clients.

6.1 Cash / Financial Resources

Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes specify the average amount controlled at any one time and the nature of the accountability.

Average amount controlled at any one time	Nature of accountability Indicate whether this is continuous or shared with others. How often are these resources handled : daily, weekly, monthly etc?
Not applicable	

6.2 Plant / Equipment

Is the post personally accountable for the proper use / safekeeping of plant / equipment?
If yes please indicate the type(s) of plant/equipment and the nature of the accountability.

Type of plant / equipment	Nature of accountability Indicate whether this is continuous or shared with others
Responsible for the correct use, safekeeping and operational oversight of specialist digital forensic equipment and software platforms (e.g., acquisition tools, analysis suites, secure data storage systems) used by the team.	Both continuous and shared. Ownership resides with the Digital Forensic Investigations Manager.

6.3 Stocks / Materials

Is the post personally accountable for materials / items of stock (including evidential material)? If yes please indicate the type and approximate value and the nature of accountability.

Type and approximate average value of materials / stock (held at any one time)	Nature of accountability Indicate whether this is continuous or shared with others
Digital exhibits and evidential material (e.g., computers, mobile devices, storage media) handled during examinations	Both continuous and shared. Ownership resides with the Digital Forensic Investigations Manager.

6.4 Buildings

Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability

Type of Building	Nature of accountability Indicate whether this is continuous or shared with others
N/A	

7. Work Demands

The impact of deadlines, interruptions, changes in priorities and resource conflicts on the post.

7.1 Work Plan

How is the post's work planned?

The work is primarily driven by operational demand, requiring the Digital Forensic Investigator to plan and manage their own caseload independently. Workflows are shaped by the nature of assigned examinations, investigative priorities, risk assessments, and deadlines set by DF Supervision, Investigators, SIOs, CPS or court processes. The post holder must balance routine casework with complex, high-risk examinations, peer-review duties, and technical guidance to colleagues.

7.2 Interruptions / Changes to the work plan

How often is the planned work of the post subject to interruptions and/or changes? Give examples, identifying the cause of the interruption, the nature of it (e.g. is it a single or diverse range) and the frequency with which it occurs.

The work plan is subject to frequent and sometimes sudden interruption. These include:

- Urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation.
- Escalations from Investigators, Senior Investigating Officers or Digital Forensic Operation Managers regarding time-critical cases.
- CPS/Court requests requiring rapid clarification or additional digital evidence work.
- Technical failures (e.g., equipment issues, system problems) requiring immediate resolution.
- Changes in investigative direction following new intelligence or arrests.
- Complex devices, novel artefacts or technical issues (e.g., encrypted, damaged or unsupported media) causing unexpected delays
- Requests to provide guidance or assist colleagues with difficult examinations
- Operational meetings or scene deployments requiring attendance at short notice
- Peer-review or quality assurance tasks introduced unexpectedly

Interruptions occur daily, often requiring rapid adjustment of priorities and expert decision-making under pressure.

7.3 Deadlines

Is the work of the post subject to deadlines? If yes please give examples and the frequency with which they occur.

The role is routinely subject to strict deadlines, including:

- Time-critical examinations for priority investigations (e.g., threat-to-life, vulnerability, serious crime).
- CPS and Court deadlines for charging decisions, evidence reviews or trial dates.
- Service Level Agreements for turnaround times and reporting.
- Internal governance reporting deadlines and accreditation requirements.

Deadlines are daily, weekly and case-dependent, and often require balancing multiple competing demands simultaneously.

7.4 Conflicting Priorities / Resource Needs

Does the post have to RESOLVE situations where there are conflicting priorities / resource needs? If yes give examples of situations the post encounters and explain how the post resolves them. Indicate how frequently these situations occur.

The post frequently resolves conflicting priorities, such as:

- Managing multiple examinations of varying urgency and complexity
- Balancing technical analysis with enquiries from investigators or CPS
- Supporting colleagues while maintaining progress on their own caseload

These conflicts occur daily, requiring advanced technical judgement, prioritisation and the ability to make sound decisions in fast-changing circumstances.

8. Physical Demands

The amount and continuity of physical effort required doing the job.

8.1 Type and Frequency of Physical Demand

Please indicate the type, frequency and duration of any physically demanding activity that is a requirement of the post.

Type of Physically demanding activity (e.g. standing, walking, lifting, cleaning)	Frequency and duration (e.g. 2 hours every day)
Prolonged periods of desk-based work, including analysing data, reviewing documentation, reports and case management systems.	Daily 7hrs per shift
Regular movement around the Digital Forensics workspace, including laboratory areas and secure evidence rooms to engage with technicians and practitioners.	Daily 7hrs per shift
Occasional attendance at scenes or operational locations as a senior SME to provide advice regarding digital evidence recovery.	Occasional, as required by operational need.
Occasional carrying or handling of digital devices or related exhibits (e.g., laptops, mobile devices, storage media) when supporting operational reviews or laboratory functions, though not as a primary duty.	Occasional

8.2 Use of IT Equipment

Does the post require the use of IT equipment above and beyond the use of standard issue GMP laptops and mobile telecommunications devices? If yes please indicate the nature and level of usage.

Nature of usage (e.g. spreadsheets, data entry)	Level of usage (e.g. 2 hours every day)
Use of specialist digital forensic equipment/tools/processes, case management platforms, workflow tools and reporting systems.	Daily
Use of multiple screens and high-performance workstations to review large datasets, parse artefacts manually and interpret complex structures such as databases, logs and file systems.	Daily
Use of video conferencing, secure communication platforms and digital collaboration tools for operational meetings and coordination with Investigators, SIOs, districts, CPS and external partners.	Daily
Use of technical tools requiring advanced IT competence, including working with raw data, scripts, or low-level artefact parsing when automated tools are insufficient.	Regularly within complex examinations (more likely impacting higher level garde - H grade)

9. Working Conditions

9.1 Normal Place of Work

Indicate the post's normal place(s) of work (e.g. office, client's house, workshop etc). Where more than one place is specified please indicate the relative time spent in each.

The role is primarily based at the central Digital Forensics Unit (Vestigo House), which includes office areas, technical workspaces and digital forensic laboratory environments. The majority of work is undertaken on site, with occasional travel to other GMP sites for meetings or attend crime scenes as SME.

9.2 Disagreeable Conditions

Is the post exposed to any disagreeable conditions (e.g. working outside, noise, dirt etc)?
If yes please indicate the type of condition below and the frequency and duration of exposure.

Nature of condition (e.g. noise, working outside)	Level of exposure (e.g. 2 hours every day)
Exposure to sensitive, distressing and illegal digital material, including child sexual abuse imagery, extreme content and other prohibited material, when supporting operational reviews or during case escalations.	Regular inherent part of the digital forensic environment.
Technical laboratory conditions, including working around specialist equipment, evidence handling areas and secure digital storage spaces.	Regular inherent part of the digital forensic environment.
Occasional work at operational scenes, which may involve unfavourable or unpredictable environments.	Occasional, as required operationally.

10. Work Context

10.1 Potential Risk to Personal Health or Safety

Is there any potential risk to personal safety, illness, health (either physical or psychological)? If yes please give examples stating who or what poses the potential risk and the frequency of exposure.

Nature of risk	Frequency of Exposure
Psychological risk arising from exposure to highly distressing and illegal digital material, including child sexual abuse imagery, extreme content and prohibited images, as part of operational reviews, escalations and supporting investigators.	Regular inherent part of the digital forensic environment.
Stress and cognitive pressure caused by managing high-risk cases, urgent operational escalations, competing demands, CPS/Court deadlines, and situations where incorrect decisions may have significant investigative or legal consequences.	Regular inherent part of the digital forensic environment.
Occasional physical risk when attending operational scenes or unfamiliar environments to provide specialist advice on digital evidence recovery.	Occasional.

If the post involves contact with the public or clients can the post holder call on the immediate support of other members of staff? Please give examples.

Although the role does not routinely involve frontline public contact, it regularly involves direct engagement with investigators, SIOs, CPS and occasionally Courts, often on sensitive, legal or contentious matters. Support is available from peers, Digital Forensic SLT, and other Force departments.

11. Knowledge and Skill

This factor measures knowledge and skills, in their broadest sense, in relation to the work or discipline required by any job covered by the Scheme, and which are necessary for the competent performance of the full duties and responsibilities of the job.

11.1 Type of Knowledge and Skill

What type of knowledge and skill is required in order to perform the duties of the post? Indicate also the depth of knowledge/skill required in each.

These may include technical, professional, operational or specialist disciplines as well as caring, interpersonal, literacy and linguistic skills, diplomacy, sensitivity, tact, dexterity, numeracy, knowledge of equipment and machinery, operational techniques, concepts, theories, procedures, and communications and management skills.

Type of Knowledge / Skill	Depth of knowledge / skill

	(e.g. Basic knowledge, Working knowledge, council expert)
Digital forensic science principles, methods and processes (triage, acquisition, processing, analysis, reporting).	Excellent understanding required to oversee complex investigative and laboratory workflows.
Digital devices, operating systems, file systems, data structures and common forensic artefacts.	Working technical knowledge to interpret evidence, assess submissions and advise investigators.
Integration of technical/scientific digital forensic expertise with detailed understanding of legislation governing digital evidence (PACE, PCSC, CPIA, Computer Misuse Act, RIPA, Investigatory Powers Act, CSA legislation)	Essential for ensuring all digital forensic activity is lawful, proportionate, evidentially robust and compliant with ISO 17020/17025 and the Forensic Science Regulator's Code of Practice.
Quality and accreditation standards (ISO 17020/17025, Forensic Science Regulator's Code of Practice).	Working knowledge to maintain compliance, support audits and ensure quality assurance.
Knowledge of how forensic tools decode/parse data and when manual intervention is required	Working technical understanding – required to ensure evidential accuracy and prevent misinterpretation.
Analytical, problem-solving and decision-making skills in high-pressure and time-critical environments.	Good level – required daily in complex and sensitive investigations.
Communication skills (explaining technical issues clearly, influencing senior officers, preparing reports, presenting evidence).	Good level – required for briefings, CPS liaison and Court presentation.
Understanding of digital forensic software, case management systems, automation tools and specialist IT platforms.	Working operational knowledge required to oversee implementation and ensure effective use.

11.2 Most Important Areas of Knowledge

From the above list give the two/three most important. Please give specific work examples to explain what is delivered in the job by an effective application of these two or three types of knowledge/skill

The most important areas of knowledge for this role relate to the practitioner's technical and analytical understanding of digital devices, data structures and forensic processes. The role requires a strong grasp of how different devices, operating systems, file systems and artefacts store and generate data, enabling the post holder to identify, extract and interpret relevant evidence accurately. As practitioners progress through the grades, they develop increasingly advanced capability in analysing complex datasets, understanding how forensic tools parse or decode information and recognising when manual interpretation is required.

A further key area of knowledge is the legal and procedural framework governing digital evidence, including PACE, PCSC, CPIA and safeguarding legislation relating to Child Sexual Exploitation (CSE) and computer misuse, due to the type of material frequently encountered in digital investigations. Practitioners must understand how these laws apply to the seizure, examination, reporting and disclosure of digital evidence.

In addition, the role requires an applied understanding of ISO 17020/17025 accreditation and the Forensic Science Regulator's Code of Practice to ensure all examinations are legally compliant, evidentially sound and suitable for use in the criminal justice process. Together, these knowledge areas ensure that Digital Forensic

Investigators can carry out examinations effectively, maintain evidential integrity and provide accurate, reliable findings that support investigations and court proceedings.

11.3 Experience

Describe the type of experience required to do the job (e.g. domestic/non-work environment/voluntary work/academic work/other).

The experience required for this role develops progressively across grades (currently F to H), reflecting the growth from an entry-level practitioner to an experienced digital forensic investigator. At the lower grade (Grade F), the post holder must have substantial experience in the triage, acquisition and processing of digital devices, together with the ability to identify risk and escalate appropriately, work with investigators and provide basic advice on digital forensic processes. They should also have experience working within a law enforcement environment and handling digital evidence in accordance with seizure, continuity and evidential integrity requirements. This position would be the natural career progression for those in the current role of Digital Forensic Evidence Examiner – being amended to Digital Forensic Technician as they develop skills in analysing, interpreting, and reporting.

At the middle grade (Grade G), the practitioner has experience conducting the full end-to-end digital forensic examinations, including independent analysis, interpretation and reporting across a range of devices and data sources. Generally, they will be allocated cases with fixed strategies directed by the Digital Forensic Submissions Team or Digital Forensic Supervision. They must be able to produce detailed forensic statements and Streamlined Forensic Reports, contribute to case meetings, and provide informed advice to investigators regarding digital forensic strategy. Experience working with CPS processes, disclosure obligations and attending case-related discussions is required at this level.

At the higher grade (Grade H), the post holder is expected to have extensive experience in digital investigations with minimal supervision. They will have ascertain experience in developing their own digital forensic strategies to direct examination and locate digital evidence. The practitioners must also have experience supporting or mentoring less experienced colleagues, identifying opportunities for method improvement, and contributing to the development of new forensic techniques or workflows.

CONFIDENTIAL

Post: Digital Forensic Investigator
Branch: VH - Serious Crime Division (Forensic Services)
2183s
Ref Number:

Important Note	Business area is seeking a career-graded post (therefore two sets of scores will be needed for the lower / higher grade). This JD is an amended version of the existing Grade G/I role. However, we're advised that grade F duties from the Grade D/F Evidence Examiner role have been moved into this role, whereas grade I duties have been separated out into a separate role (which explains why the branch is anticipating a lower career grade F/H for this evaluation).

	Lower		Higher					
Factor	**Factor Level**	**Points**	**Factor Level**	**Points**	**Rationale**	**Comparison 1**	**Comparison 2**	**Comparison 3**
Supervision / Management	110	**16**	110	**16**	▪To act as a mentor for less experienced members of the unit providing continuous development, training, peer review and support. H - - Acted as the lead Digital Forensic Investigator on large and/or complex investigations and direct the work of other staff members. -			
Creativity & Innovation	3	**52**	4	**64**	JEQ + JD H - - Experienced in assessing submissions to determine risk, investigative aims, priority, and then selecting the most appropriate technical processes or workflow.			
Contacts & Relationship	3	**56**	4	**74**	JEQ + JD			
Decisions - Discretion	3	**52**	4	**68**	JEQ			
Decisions - Consequences	3	**36**	3	**36**	JEQ			
Resources	2	**20**	2	**20**	▪When required to, receive property for digital forensic examination and in line with the unit policies.			
Work Demands	3	**24**	4	**32**	interuptions & conflicting deadlines. Lower grade have seniors & managers assisting - reduced workload.			
Physical Demands	1	**6**	1	**6**				
Working Conditions	1	**6**	1	**6**				
Work Context	2	**16**	2	**16**	▪Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance.			

Knowledge & Skills	4	144	4	144	▪Keep up to date with the latest updates and modifications to the FSR Act 2021, FSR Code of Practice, accreditation standards and local procedures, ensuring that all activities remain compliant. Very similar to Senior DFI - just some wordings differences.			
Total	**428**		**482**					
Grade	**F**		**H**					

Questions / Notes



CONFIDENTIAL

Post: Digital Forensic Technician
Branch: VH Serious Crime Division (F
Ref Number: 2184s

Important Notes	Business area is seeki This JD replaces the e

	Lower		Higher	
Factor	**Factor Level**	**Points**	**Factor Level**	**Points**
Supervision / Management	110	**16**	110	**16**
Creativity & Innovation	2	**40**	3	**52**
Contacts & Relationship	3	**56**	3	**56**
Decisions - Discretion	3	**52**	3	**52**
Decisions - Consequences	2	**24**	2	**24**
Resources	2	**20**	2	**20**
Work Demands	3	**24**	3	**24**
Physical Demands	1	**6**	1	**6**
Working Conditions	1	**6**	1	**6**

Work Context	2	**16**	2	**16**
Knowledge & Skills	3	**112**	4	**144**
Total	**372**		**416**	
Grade	**D**		**E**	

Forensic Services)

ng a career-graded post (therefore two sets of scores will be needed for the lower / higher grade). xisting D/F Digital Forensic Evidence Examiner role in the branch. We're advised that Grade F duties have been separated out of this JD.

Rationale
No supervision / management. Mentoring less experienced members of the unit.
The JD and Job Evaluation Questionnaire (JEQ) states that procedures are clearly defined with limited room for creativity. However at the higher end of the Person Specification, there is a requirement for the postholder to be "proactive and innovative in the development of new techniques to recover and process digital forensic evidence" which appears to contradict this. Upon questioning, the line manager confirmed this does apply to the role, explaining that the postholder will occasionally encounter issues whereby their support tools lag several months behind software updates distributed to devices, meaning that information extracted my not match the expected format (requiring interpretation or adjustments in data modelling logic) or they may encounter difficulties extracting evidence at all (which could require escalation). It was confirmed that the ability of the postholder to solve problems would apply more once competent in the role.
Panel agreed that contact appears to be relatively straight-forward, but potentially a little deeper in certain circumstances i.e. liaising with investigators. Handling enquiries, advising on services provided by the unit, methods of preservation and reviewing data. Attending scenes and meetings to advise. Panel thought this fit in well with the wording of Level 3 i.e. identifying details of service needs, assessment, initiating action to provide assistance. Of note, the JD states that postholder needs to be a Subject Matter Expert SME) within the scope of the role;- this reads quite strongly although the key context here is "within the scope of the role". Possible re-wording to be suggested.
The JEQ provides examples of triaging (selecting the correct workflow from a number of well-established options). It states that procedures are well-documented, with advice readily available within the unit. However, as explained in the Creativity factor, postholder will also encounter difficulties capturing data and have to make decisions on trouble-shooting, the presentation of results, whether or not to highlight anomalies etc. The panel thought that because procedures don't cover every scenario a Level 3 is appropriate for the role.
The JEQ indicates that decisions can have notable operational / investigative consequences, i.e. lead to delays, missed investigative opportunities, or incorrect assumptions being made during evidence review. However it also states that "such errors do not usually affect the final forensic interpretation (as Digital Forensic Investigators and Senior DFIs handle more complex, high risk examinations), [but] they can still impact case progression, evidential completeness and compliance". The panel thought that although this indicates there is a possibility a significant implication, this is likely to be very infrequent.
The panel had some debate over the Resources factor. Role previously received a Level 2. The unit handles digital devices "exhibits" that contain data relevant to investigations. Under JE conventions, a Level 2 can be awarded to roles that have "responsibility of handling / safekeeping of criminal evidence" which "must be original / irreplicable". Although evidence retrieved from devices is digital, exhibits must be handled properly so as not to jeopardise the prospects of retrieval and to ensure devices are eventually returned in reasonable condition. Examples of roles that receive a Level 2 include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, panel thinks there's a precedent that could be applied to the unit i.e. roles that handle evidence or property but don't have the ultimate responsibility for security / safekeeping). Because device handling is a key facet of work undertaken by the unit, the panel feels a Resources score is appropriate to all roles in the unit despite each roles handling devices to a different extent.
The JEQ cites frequent (daily) interruptions from urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation, strict deadlines from time-critical / priority investigations (threat-to-life / serious crime), CPS / Court deadlines for charging decisions, SLAs, etc. During questioning the unit manager explained that Digital Forensics is seen as a very busy growth area in the force, where postholders across all roles encounter competing demands and expected to self-manage time once competent in role. Examples given include submissions unexpected evolving into much longer investigation, and sudden interruptions from urgent high-risk investigations and escalations due to safeguarding concerns. We are advised that postholders in lower-graded roles will typically only handle a couple of investigations at a time to prevent them from becoming overwhelmed, which indicates that work (i.e. priorities, conflicts) is managed by senior-grades and above;- those beginning to manage and lead investigations (higher end of the investigator role and above). Therefore, although panel initially scored this high at the upper end, based on the manager's explanation it appears this role is shielded from heightened work demands (Level 3)
No heightened physical demands. Generally office based, with occasional attendance at scenes, however this be to provide advice i.e. not physically recovering exhibits.
Generally office based, with occasional attendance at scenes, however this be to provide advice i.e. not physically recovering exhibits. The JEQ cites "unfavourable or unpredictable environments" but this just generally refers to scenes where police presence may not be welcomed (see: Work Context).

Both the JD and JEQ highlight that the postholder will have sight of serious or potentially disturbing material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content which will have a significant psychological, operational and legal risk. Regarding scene attendance, during questioning the unit manager explains this is typically infrequent and often involves going to a secure crime scene where the site is secure and safe, however on occasion staff may need to attend a sex offenders house who is under license with a sex offender manager. The scenes have a suspect present and can be more volatile / hostile. However scenes are dynamically risk assessed and if staff ever feel the environment is not safe will not conduct the work. The panel agrees there is some risk to safety / wellbeing present in the role.
The panel agreed that there's a clear demarcation between the lower and higher grade, i.e. a standard set of qualifications / knowledge becoming a specialism. Role is undertaking advanced procedural tasks.

GREATER MANCHESTER POLICE
JOB DESCRIPTION

POST TITLE:	Digital Forensic Technician
DEPARTMENT/DIVISION/BRANCH:	Forensic Services Branch
SECTION/UNIT:	Digital Forensics
GRADE:	D – E (TBC)
RESPONSIBLE TO:	Digital Forensic Technician Supervisor
RESPONSIBLE FOR:	N/A
AIM OF JOB:	To undertake the triage, acquisition and processing of digital devices and data sources within the Digital Forensic Laboratory, ensuring all work is completed using validated forensic methods and to required quality standards, and that processed data is provided in a clear, readable format for investigative review.

MAIN DUTIES AND RESPONSIBILITIES

Digital Forensic Practice and Technical Oversight

- Undertake the triage, acquisition and processing of digital devices and digital data sources, using validated forensic software, hardware and processes to ensure evidential integrity, continuity and compliance with documented procedures.
- Maintain a comprehensive understanding of digital forensics techniques, principles and methodologies, including the identification, preservation, triage, acquisition, processing and reporting of digital evidence.
- Ensure processed datasets are prepared in clear, readable formats for investigative review.
- To act as a Digital Forensics Subject Matter Expert (SME) within the scope of the role, providing technical support and advice in relation to the triage, acquisition and processing of digital devices and data sources.
- Liaise with Investigators, Digital Forensic Leadership Team and other departments to provide updates, technical clarification or support relating to laboratory activity.
- Deal with digital forensic enquiries, offering advice on the services provided by the unit and the appropriate methods for preserving and reviewing digital devices and data sources.

- Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence.

- Ensure effective communication with relevant parties (e.g. Officer in the Case (OIC), Senior Investigating Officer (SIO), Crown Prosecution Service (CPS), counsel) throughout the digital forensic examination and ensure timely escalation of risk.

- Provide detailed statements, Streamlined Forensic Reports and case-specific reports, ensuring full CPIA-compliant disclosure.

- Attend court to present evidence as a digital forensic SME when required.

- When required to, receive property for digital forensic examination and in line with the unit policies.

- Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance.

Training, Development and Communication

- To act as a mentor for less experienced members of the unit providing continuous development, training, peer review and support.

- Deliver or support laboratory-focused training to officers and staff to enhance understanding of digital forensic capability, evidence types and procedures.

- Promote positive change, ensuring successful improvements to digital forensic services.

Forensic Quality and Regulation

- Ensure all Forensic Science Activities (FSAs) are conducted in accordance with the Forensic Science Regulator Act 2021 and comply with the FSR Code of Practice, relevant accreditation standards (e.g., ISO/IEC 17025 or ISO/IEC 17020) and local policies and procedures.

- Maintain accurate, contemporaneous, and auditable records to demonstrate evidential integrity, technical compliance, and adherence to validated procedures and accreditation scopes.

- Undertake and participate in internal and external quality assurance processes – including audits, proficiency testing, method validation, and competency assessment – to support continuous improvement and regulatory compliance.

- Report non-conformities, quality risks, or deviations from approved procedures promptly and contribute to corrective and preventative actions to maintain accreditation and regulatory standards.

- Keep up to date with the latest updates and modifications to the FSR Act 2021, FSR Code of Practice, accreditation standards and local procedures, ensuring that all activities remain compliant.

- Support research and development of new techniques and methodologies in response to emerging technologies and operational needs, ensuring they meet accreditation standards and integrity for court.

- Commit to continuous professional development and participate in relevant competency and proficiency testing.
-

Ensure the delivery of a consistently high-quality, victim-focused service, reinforcing professional standards of compassion, respect, and responsiveness

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.

- To promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.

- 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.

- Ensure staff adhere to relevant Force procedures in relation to Information management by ensuring appropriate processes are in place to monitor compliance in relating to the collection, recording, evaluation and sharing of information and providing the appropriate feedback to maintain and improve information quality in compliance with the Code of Practice on Management of Police Information 2005.

- 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 **Digital Forensic Technician** has been identified as: **A Peer 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 Technician
FORENSIC SERVICES

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
Qualifications/Education		
Grade D		
Level 3 qualification (A-Level / BTEC) in a technical, digital forensic or computer related subject, or relevant experience demonstrating the level same of skills/knowledge.	E	AF/C
Willing to attend and complete training in digital forensic tools and methods as required.	E	AF/C
Level 6 qualification in a digital forensic, cyber security or computer related subject.	D	AF/C
Grade E *As for Grade D plus:*		
Completed training which covers the acquisition and processing stage of the digital forensic process.	E	AF/C
Completed training in the use of commercial digital forensic software.	E	AF/C
Completed advanced level training in a digital forensic specialist field (for example, device repairs, chip-off/JTAG, scripting, data recovery techniques)	D*	AF/C
Experience		
Grade D		
Experience (academic or work based) in a technical or digital area at a practical level.	E	AF/I
Hardware/software and/or network experience.	E	AF/I
Worked in an industry environment dealing with technology on a regular “day to day” basis.	D	AF/I
Has worked in a customer focused environment and demonstrates a focus on service delivery.	D	AF/I
Experience of working in a law enforcement environment with a variety of crime types.	D	AF/I

Grade E *As for Grade D plus:*		
Experience as a practitioner in the digital forensic field covering the triage, acquisition and processing of digital data.	E	AF/I
Practical experience of conducting digital forensic triage, acquisition and processing across a wide range of digital devices and data sources with minimum supervision.	E	AF/I
Experience producing statements, Streamlined Forensic Reports and/or case-specific reports.	E	AF/I
Experience working with Investigators and providing advice on digital forensic processes.	E	AF/I
Experience identifying risk and escalating appropriately.	E	AF/I
Ability to proactively manage caseloads, assessing risk, prioritising, and dynamically adapting to change.	E	AF/I
Experience of dealing with the UK Legal System including Courts & CPS.	D	AF/I
Experience of presenting evidence at court.	D	AF/I
Demonstrating the ability to be proactive and innovative in the development of new techniques to recover and process digital forensic evidence.	E	AF/I
Trained and mentored staff in the field of digital forensics.	E	AF/I
Knowledge **Grade D**		
Knowledge and understanding of the main functions and types of digital devices and data sources.	E	I/T
Practical working knowledge of various types of digital devices, data sources and operating systems.	E	I/T
Knowledge and understanding of associated best practice and principles for Digital Forensics	E	I/T
Knowledge and understanding of the Forensic Science Regulator's Codes of Practice and other relevant standards.	E	I/T
Knowledge and understanding of the provision of digital forensic science and policing enquires to criminal investigations.	E	I/T

Grade E *As for Grade D plus:*		
Have a practical understanding of the importance of evidential integrity of exhibits; seizure, storage and continuity.	E	I/T
Practical knowledge of the digital forensic and digital policing techniques/tactics available in investigations.	E	I/T
Knowledge and understanding of how digital forensic software decodes and parses data.	E	I/T
Knowledge and understanding of common data structures, file systems, and operating systems.	E	I/T
Knowledge and understanding of primary forensic artefacts and how they prove or negate a criminal offence.	E	I/T
Knowledge of the principles regarding digital forensic method validation.	E	I/T
An understanding of legislation relating to digital investigations.	E	I/T
Knowledge of how digital forensic findings are presented to the Criminal Justice System.	E	I/T
Knowledge of the application of the National Decision-Making Model and Code of Ethics.	E	I/T
Developed knowledge in novel technology/file systems/operating systems/data structures and shared with wider team.	D	I/T
Skills/Abilities		
Grade D		
Strong technical skills to a level of understanding hardware and software functions.	E	AF/I
Ability to convey messages and use a range of communication techniques at different levels.	E	AF/I
Ability to work as a team to deliver the objectives of the unit and deliver an efficient service to the Force.	E	AF/I
Capable of maintaining strict confidentiality.	E	AF/I
Ability to deal with serious or potentially disturbing material.	E	AF/I
Grade E *As for Grade D plus:*		

Has the ability to manage a variety of different workloads, possessing the aptitude to modify plans and priorities.	E	AF/I
Ability to work well under pressure, maintaining awareness of multiple digital forensic requests and prioritising workload accordingly.	E	AF/I
Ability to communicate with Investigators to provide advice relating to digital investigations.	E	AF/I
Ability to convey technical information in a manner understandable to the audience.	E	AF/I
Ability to assess, decide/resolve issues logically and objectively.	E	AF/I
Ability to parse databases, and other data structures, without the use of digital forensic software or automated processing.	D	AF/I
Ability to develop and utilise new technologies to further improve the effective and efficient provision of digital forensics.	D	AF/I

Other		
Has achieved a good attendance record.	E	AF(E)
Willing to work shifts and provide weekend cover.	E	AF/I
Full UK driving licence.	E	AF(E)
Willing to undertake a Basic driver authority driving test and drive a fleet vehicle.	E	I
Willing to undertake Basic Personal Safety, Radio, and First Aid Training for on scene attendance.	E	I
Fit to carry out duties including lifting, carrying, loading / unloading, handling equipment and materials	E	I
As a condition of being appointed to this post an individual will be required to provide a sample of their Biometric material. These samples may be searched against National Databases to assist in the elimination of identified samples recovered from crime scenes.	E	I
Willing to have appropriate vaccinations and keep them up to date.	E	I
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting	E	AF(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.

GLPC JOB EVALUATION SCHEME

JOB EVALUATION QUESTIONNAIRE (JEQ)

VERSION 0.3 (adapted Dec 2024 for use by GMP)

Name (Individual completing the form):	[redacted]
Post Title:	Digital Forensic Technician
Pre-evaluation Grade (if existing post):	D-E Note: this replaces/updates the current Digital Forensic Evidence Examiner job description, grade D-F but with the F grade being merged with the Digital Forensic Investigator role.
District/Branch:	Forensic Services Branch
Section/Unit:	Digital Forensics
Post No (if existing post):	CVH0014361
Responsible To:	Digital Forensic Technicians Supervisor

CONTENTS AGREED BY:

Name of individual completing the form:	**Name of Manager:** [redacted]
Signature:	**Signature:**
Date:	**Date:**

INSTRUCTIONS

The purpose of this questionnaire is to record key information and job content to help in the evaluation of the post. The information should relate to the post and not to the individual who might occupy it at present.

An up to date job description and an organisational structure chart should also be attached.

MAIN PURPOSE / REASON FOR THE JOB:

Please describe in detail the overall purpose of the job.

Digital Forensic Overview

Digital forensics is a specialist field focused on the recovery, examination and interpretation of data from digital devices such as mobile phones, computers, cloud platforms and online services. Unlike traditional forensic disciplines, digital forensics deal with vast and constantly changing technologies, rapidly evolving operating systems, encryption, data security features and large-scale datasets. The work carries significant operational, legal and investigative risk, as incorrect handling or interpretation of digital evidence can directly affect criminal justice outcomes. The role therefore requires a broad and continually updated knowledge base, high levels of technical expertise, and the ability to manage complex workflows and risks that are unique to digital investigations. This makes digital forensics inherently more complex and technologically demanding than many other forensic specialisms, requiring specialist oversight to ensure accuracy, integrity and compliance.

Digital forensic work follows a structured sequence of methods: *triage*, where devices or data sources are rapidly assessed to determine relevance and urgency; *acquisition*, where an exact, forensic copy of the data is securely captured; *processing*, where specialised tools prepare and extract information from large volumes of complex digital data; *analysis*, where practitioners interpret the results to identify evidence, intelligence or safeguarding concerns; and *reporting*, where findings are documented clearly and accurately for investigators, courts and other decision-makers.

Role Overview

The Digital Forensic Technician is responsible for carrying out the triage, acquisition and processing of digital devices and data sources within the Digital Forensic Laboratory, using validated forensic methods to ensure evidential integrity, continuity and compliance with national and organisational standards. The role prepares processed datasets in a clear and usable format for Investigators/Officers and supports Digital Forensic Laboratory operations by handling a wide range of device types, applying technical troubleshooting and maintaining accurate documentation throughout each examination. The post holder provides technical support to Investigators/Officers, assists with digital forensic enquiries, and contributes to the overall efficiency and quality of laboratory activity by following accredited procedures, participating in quality assurance processes and continually developing their technical skills.

MAIN RESPONSIBILITIES, DUTIES & TASKS: Please list main job areas showing average proportion of the time spent on each.

Please list the duties required for this role:	Please identify how often each occur – Daily, weekly, monthly, quarterly, or annually
** See job description **	

1 Supervision / Management of People

This section records any direct responsibility the post has for the supervision or management of GMP employees or others.

1.1 GMP Employees – Full time responsibility

Indicate the number of employees directly supervised by the post. Indicate the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline, wellbeing, absence management). Indicate also where the supervision is shared with others and what tasks are shared. Direct supervision includes all employees managed by others for whom the post holder has line management responsibilities.

Title and nature of the work carried out	Number*	Nature of Authority
N/A		

Insert additional rows as required

1.2 *Numbers

If the numbers supervised vary throughout the year (e.g, if the post has temporary supervisory responsibility), please provide details of maximum and minimum numbers and timescales.

N/A

1.3 Deputising

Does the post have any formal deputising responsibility for managing employees? If so please indicate the nature of the responsibility and how often it occurs. Indicate the number and type of staff affected.

N/A

1.4 Project Teams

Does the post lead/manage or supervise any project teams? If so, indicate the type of project team, its composition, how long the post holder has this authority and the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline).

The post does not lead project teams. It may contribute practitioner-level technical feedback to small-scale evaluations of tools, techniques or processes when requested by the Digital Forensic Leadership Team.

1.5 Contract staff / Agency Workers

Specify any responsibility that the post has for contract or agency workers. Indicate the number involved and the nature of the responsibility.

N/A

1.6 Location of Employees

Are the employees supervised / managed by the postholder based at the same place of work, or on different site(s) or are they mobile? How often would the manager be at the same location as the employees? (For hybrid working arrangements, it would be the contracted place of work that needs to be taken into account.)

N/A

2. Creativity and Innovation

The extent to which the work requires innovation and imaginative responses to issues and in the resolution of problems.

2.1 Examples of Creativity / Innovation

Give examples of areas where the post requires creativity and innovation in for example design, specifications and tendering, counselling and caring, application of IT, policy development, interpersonal skills, written or spoken word.

The role requires limited creativity, as work is undertaken using clearly defined, validated digital forensic procedures. However, the Technician must apply practical judgement when preparing devices for examination, selecting the correct equipment, or ensuring that data is processed in a clear and usable format for investigators. Minor adaptations may be needed when working with different device types or storage media, but these are carried out within established laboratory workflows and under the guidance of the Digital Forensic Laboratory Supervisor.

2.2 Examples of Problem Solving

Give examples of typical problems / situations a post holder will need to resolve during the course of their work. Indicate how frequently each type of problem / situation is likely to occur.

Problem solving in this role is generally routine and technical in nature, such as addressing simple extraction errors, resolving basic connectivity or hardware issues, or re-attempting a process when initial steps do not produce the expected output. The Technician follows documented procedures and seeks advice from the Laboratory Supervisor when issues fall outside standard practice. More complex problems, interpretation issues, or unusual device behaviours are escalated to senior technical staff.

2.3 Guidelines, procedures and systems

To what extent is the work undertaken by the post determined or assisted by guidelines, procedures and systems? Indicate how:

The work is highly governed by validated laboratory procedures, ISO 17020/17025 accreditation standards, the Forensic Science Regulator's Codes of Practice, and GMP's policies for evidential handling. The post holder follows these procedures closely, ensuring consistency and compliance. Systems used, including forensic software and case management tools, are applied according to documented instructions, with deviations or novel situations escalated to the Laboratory Supervisor.

3. Contacts and Relationships

The degree of personal contact and the nature of relationships with others required to carry out the job.

3.1 Nature of Contacts and Relationships

Describe contacts and relationships within the section or department, with other departments, the public, external groups and organisations, their purpose and frequency.

Who	Purpose of Contact (e.g. exchanging information, providing advice, providing care, formal training, negotiations etc)	Frequency (e.g. daily, weekly, etc)

(e.g. work colleague, other department, client, suppliers etc)		
Digital Forensic Laboratory Supervisor	Receiving direction, task allocation, updates, escalation of issues, technical guidance	Daily
Digital Forensic Technicians (peers)	Coordinating daily tasks, sharing technical information, supporting workflow	Daily
Investigators / Officers in Charge	Providing simple updates or clarifications on device handling or laboratory progress when requested	As required
Scene-based personnel	Advising on recovery, preservation and recording of digital evidence during operational deployments	As required
Digital Forensic Leadership Team	Indirect contact for technical updates, equipment queries or laboratory-wide communications	Occasional
Quality / Accreditation Team	Supporting quality checks, ensuring compliance with documented procedures	Occasional

3.2 Complex / Contentious Issues

Does the post have to communicate with contacts on matters of a complex and/or contentious nature? Please give examples and indicate how often these occur.

The role involves minimal engagement in complex or contentious communication. When required, the Technician may need to explain technical limitations (e.g., incomplete imaging, unreadable data, device faults) to Investigators or Supervisors in a clear, factual way. Any contentious matters, such as disagreements over processing outcomes, prioritisation decisions or evidential limitations, are escalated to the Digital Forensic Laboratory Supervisor or Digital Forensic Leadership Team. The role does not independently handle sensitive complaints, disputes or high-stakes discussions.

3.3 Representing GMP

Does the post represent or negotiate on behalf of GMP? Please identify the circumstances and how often this occurs.

The Digital Forensic Technician does not formally represent GMP in external forums. On rare occasions, they may provide technical clarification to external partners or assist with explanatory information for court purposes, but this is always under the direction and oversight of senior staff. The role primarily represents GMP through consistent adherence to professional standards and accurate completion of digital forensic laboratory work.

4. Decisions – Discretion

This factor looks at the decisions or recommendations that the post takes to achieve its outcome.

4.1 Decisions

Give examples of the most important decisions that your post requires. Record only those decisions, which the post has authority to take.

Nature of Decision	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Selecting the appropriate triage, acquisition or processing workflow from the validated options provided within laboratory procedures.	Investigators, Digital Forensic Laboratory Team	Must follow validated forensic methods, SOPs and supervisor direction.
Deciding when to re-attempt a process or basic troubleshooting (e.g., cable changes, re-boot, alternate port) before escalating.	Digital Forensic Laboratory workflow	Limited to routine issues; escalation required for persistent or complex failures.
Managing own daily workload within the tasks assigned, in line with set priorities and SLA timeframes.	Investigators, Digital Forensic Laboratory Team	Must follow task allocation and prioritisation set by Submissions Team and Supervisor.
Preparing processed datasets in clear, readable formats and determining the most appropriate output structure within provided templates.	OICs, SIOs, Investigators	Must follow established reporting/formatting standards.
Identifying when an issue, risk or error needs to be escalated to the Laboratory Supervisor.	Investigators, Digital Forensic Laboratory Team	Must escalate anything non-routine, complex, or with evidential implications.

4.2 Recommendations

Give example of the most important recommendations that the post is required to make.

Nature of Recommendation and who it is given to (e.g. recommend change in procedure to manager)	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Recommending re-processing or alternative acquisition steps when a device fails standard processing.	Digital Forensic Laboratory Supervisor	Within validated workflows only; not a technical strategy decision.
Advising on simple matters such as device condition, accessibility of data, or basic limitations of processed output.	Investigators, Digital Forensic Laboratory Team	Must remain factual, technical and non-interpretive.
Highlighting potential quality concerns, incomplete acquisitions or anomalous data outputs.	Digital Forensic Laboratory Supervisor	Must escalate promptly; no authority to independently resolve complex issues.

Suggesting minor workflow improvements or equipment issues identified during routine work.	Digital Forensic Laboratory Supervisor / Digital Forensic Leadership Team	Technician provides feedback only; supervisors make decisions.

4.3 Availability of Advice / Guidance

Describe how advice on what may be the limit to decision making is available from the post's manager, or other sources (e.g. rules, guidelines). Is this advice available all the time?

Advice and guidance are readily available from the Digital Forensic Laboratory Supervisor and other Digital Forensic Practitioners. The Technician's work is heavily guided by documented laboratory procedures, validated forensic methods, accreditation requirements and daily tasking instructions. Decisions are made within clearly defined boundaries, and the Technician is expected to escalate any unusual device behaviour, unexpected results, quality concerns or issues that fall outside routine processing. The post does not make independent technical, investigative or strategic decisions and relies on supervisors for direction in complex or high-risk situations.

5. Decisions – Consequences

The impact of the decisions / recommendations taken.

The decisions and recommendations made by the Digital Forensic Technician may have operational, investigative and legal impact, and the full scope of these responsibilities is detailed in the Job Description.

5.1 Impact of Decisions / Recommendations

Identify the major consequences of any decisions or recommendations the post makes for clients, the public, other staff or the service.

Type of Decision / Recommendation	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Scale of Impact (e.g. limited - short term, major – long term effect)
Deciding which validated workflow to use for triage, acquisition or processing.	Investigators, Digital Forensic Laboratory workflow	Minor to Moderate – affects efficiency and clarity of processed output but within controlled procedures.
Decisions about re-attempting basic troubleshooting steps or escalating issues to the Supervisor.	Digital Forensic Laboratory workflow	Minor – ensures timely identification of problems; escalation prevents quality risks.
Managing own workload and completing assigned tasks in line with prioritisation and SLA timeframes.	Investigators, Digital Forensics	Moderate – may impact turnaround times if tasks are delayed.

Preparing processed datasets in readable formats for Investigators.	Investigators/Officers	Moderate – impacts usability of data but does not affect evidential interpretation.
Highlighting data anomalies, incomplete acquisitions or quality concerns.	Investigators, Digital Forensics	Moderate – early reporting reduces risk of downstream errors.

5.2 Implications of a decision by the post holder

If the post holder made a legitimate, but incorrect, decision, what would be the likely impact? Give potential examples below but exclude events that are highly unlikely to occur. For each example indicate how quickly the error would be identified and rectified.

A legitimate but incorrect decision by a Digital Forensic Technician can have notable operational and investigative consequences. For example, selecting an incorrect validated workflow, failing to follow an approved acquisition method, or not recognising that data has not fully processed may result in missing artefacts within the dataset provided to the investigating officer. As the laboratory generally supports volume crime and frontline investigations, any omission of relevant material could lead to delays, missed investigative opportunities, or incorrect assumptions being made during evidence review. In some cases, this may necessitate re-processing of devices, cause investigative disruption or require officers to repeat review work once corrected datasets are produced.

While such errors do not usually affect the final forensic interpretation (as Digital Forensic Investigators and Senior DFIs handle more complex, high-risk examinations), they can still impact case progression, evidential completeness and compliance with ISO and Forensic Science Regulator requirements. Most issues would be identified through supervisory checks, quality assurance processes or subsequent review, but consequences before detection, such as investigative delay or temporary reliance on incomplete data, may still occur.

6. Resources

Personal and identifiable accountability for physical and financial resources including those of clients.

6.1 Cash / Financial Resources

Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes specify the average amount controlled at any one time and the nature of the accountability.

Average amount controlled at any one time	Nature of accountability Indicate whether this is continuous or shared with others. How often are these resources handled : daily, weekly, monthly etc?
Not applicable	

6.2 Plant / Equipment

Is the post personally accountable for the proper use / safekeeping of plant / equipment?
If yes please indicate the type(s) of plant/equipment and the nature of the accountability.

Type of plant / equipment	Nature of accountability Indicate whether this is continuous or shared with others
Responsible for the correct use, safekeeping and operational oversight of specialist digital forensic equipment and software platforms (e.g., acquisition tools, analysis suites, secure data storage systems) used by the team.	Both continuous and shared. Ownership resides with the Digital Forensic Investigations Manager.

6.3 Stocks / Materials

Is the post personally accountable for materials / items of stock (including evidential material)? If yes please indicate the type and approximate value and the nature of accountability.

Type and approximate average value of materials / stock (held at any one time)	Nature of accountability Indicate whether this is continuous or shared with others
Digital exhibits and evidential material (e.g., computers, mobile devices, storage media) handled during examinations	Both continuous and shared. Ownership resides with the Digital Forensic Investigations Manager.

6.4 Buildings

Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability

Type of Building	Nature of accountability Indicate whether this is continuous or shared with others
N/A	

7. Work Demands

The impact of deadlines, interruptions, changes in priorities and resource conflicts on the post.

7.1 Work Plan

How is the post's work planned?

Work for the Digital Forensic Technician is primarily planned in line with the case priorities set by the Submissions Team, who authorise and prioritise digital forensic requests and allocate each submission an expected timeframe based on the Service Level Agreement (SLA). Daily tasks are also structured through a daily management meeting, where operational demand, available resources and any urgent changes are reviewed by supervisors. The Technician's work is therefore organised through a combination of allocated cases, SLA requirements and routine direction from the Digital Forensic Laboratory Supervisor.

7.2 Interruptions / Changes to the work plan

How often is the planned work of the post subject to interruptions and/or changes? Give examples, identifying the cause of the interruption, the nature of it (e.g. is it a single or diverse range) and the frequency with which it occurs.

The work plan is frequently subject to interruption due to operational demand within the Digital Forensic Laboratory. Unplanned events, such as critical, urgent or high-risk submissions authorised by the Submissions Team, device failures, or processing errors, often require immediate adjustment to planned workloads.

Technicians may also need to pause work to seek guidance from the Laboratory Supervisor on non-routine issues. Such interruptions occur daily and require flexibility to adjust workflows while maintaining accuracy and compliance with validated procedures.

7.3 Deadlines

Is the work of the post subject to deadlines? If yes please give examples and the frequency with which they occur.

The role is subject to strict deadlines determined by SLA turnaround times for digital forensic submissions. These deadlines directly influence the Technician's workload and require consistent progress on assigned tasks to meet investigative expectations. Additional deadlines arise from quality assurance requirements, documentation standards and operational updates requested by investigators. Deadlines occur daily and weekly, and although monitored by the Laboratory Supervisor, the Technician must manage their tasks effectively to ensure timely completion.

7.4 Conflicting Priorities / Resource Needs

Does the post have to RESOLVE situations where there are conflicting priorities / resource needs? If yes give examples of situations the post encounters and explain how the post resolves them. Indicate how frequently these situations occur.

The Technician regularly encounters conflicting priorities, such as balancing multiple devices at different stages of processing or being re-tasked to support higher-priority submissions. Competing demands arise from urgent investigator requests, sudden changes in operational priority or technical issues that require escalation. The Technician must adjust their work accordingly, while ensuring all processing remains accurate, compliant and aligned with validated workflows. These conflicts occur daily and are managed under the direction of the Laboratory Supervisor.

8. Physical Demands

The amount and continuity of physical effort required doing the job.

8.1 Type and Frequency of Physical Demand

Please indicate the type, frequency and duration of any physically demanding activity that is a requirement of the post.

Type of Physically demanding activity (e.g. standing, walking, lifting, cleaning)	Frequency and duration (e.g. 2 hours every day)
Prolonged periods of desk-based work, conducting acquisition and processing, and updating the case management systems.	Daily – 7hrs per shift
Regular movement around the Digital Forensics workspace, including laboratory areas and secure evidence rooms to engage with technicians and practitioners.	Daily – 7hrs per shift

Occasional attendance at scenes or operational locations as a senior SME to provide advice regarding digital evidence recovery.	Occasional, as required by operational need.
Occasional carrying or handling of digital devices or related exhibits (e.g., laptops, mobile devices, storage media) when supporting operational reviews or laboratory functions, though not as a primary duty.	Occasional

8.2 Use of IT Equipment

Does the post require the use of IT equipment above and beyond the use of standard issue GMP laptops and mobile telecommunications devices? If yes please indicate the nature and level of usage.

Nature of usage (e.g. spreadsheets, data entry)	Level of usage (e.g. 2 hours every day)
Use of specialist digital forensic equipment/tools/processes, case management platforms, workflow tools and reporting systems.	Daily

9. Working Conditions

9.1 Normal Place of Work

Indicate the post's normal place(s) of work (e.g. office, client's house, workshop etc). Where more than one place is specified please indicate the relative time spent in each.

The role is primarily based at the central Digital Forensics Unit (Vestigo House), which includes office areas, technical workspaces and digital forensic laboratory environments. The majority of work is undertaken on site, with occasional travel to other GMP sites for meetings or attend crime scenes as Senior SME.

9.2 Disagreeable Conditions

Is the post exposed to any disagreeable conditions (e.g. working outside, noise, dirt etc)?
If yes please indicate the type of condition below and the frequency and duration of exposure.

Nature of condition (e.g. noise, working outside)	Level of exposure (e.g. 2 hours every day)
Occasional exposure to sensitive, distressing and illegal digital material, including child sexual abuse imagery, extreme content and other prohibited material, when processing data.	Occasional inherent part of the digital forensic environment.
Technical laboratory conditions, including working around specialist equipment, evidence handling areas and secure digital storage spaces.	Regular inherent part of the digital forensic environment.
Occasional work at operational scenes, which may involve unfavourable or unpredictable environments.	Occasional, as required operationally.

10. Work Context

10.1 Potential Risk to Personal Health or Safety

Is there any potential risk to personal safety, illness, health (either physical or psychological)? If yes please give examples stating who or what poses the potential risk and the frequency of exposure.

Nature of risk	Frequency of Exposure
Psychological risk arising from exposure to highly distressing and illegal digital material, including child sexual abuse imagery, extreme content and prohibited images, as part of operational reviews, escalations and supporting investigators.	Occasional.
Stress and cognitive pressure caused by managing high-risk cases, urgent operational escalations, competing demands, CPS/Court deadlines, and situations where incorrect decisions may have significant investigative or legal consequences.	Occasional.
Occasional physical risk when attending operational scenes or unfamiliar environments to provide specialist advice on digital evidence recovery.	Occasional.

If the post involves contact with the public or clients can the post holder call on the immediate support of other members of staff? Please give examples.

N/A

11. Knowledge and Skill

This factor measures knowledge and skills, in their broadest sense, in relation to the work or discipline required by any job covered by the Scheme, and which are necessary for the competent performance of the full duties and responsibilities of the job.

11.1 Type of Knowledge and Skill

What type of knowledge and skill is required in order to perform the duties of the post? Indicate also the depth of knowledge/skill required in each.

These may include technical, professional, operational or specialist disciplines as well as caring, interpersonal, literacy and linguistic skills, diplomacy, sensitivity, tact, dexterity, numeracy, knowledge of equipment and machinery, operational techniques, concepts, theories, procedures, and communications and management skills.

Type of Knowledge / Skill	Depth of knowledge / skill (e.g. Basic knowledge, Working knowledge, council expert)

Digital forensic science principles, methods and processes (triage, acquisition, processing).	Practical, procedural knowledge enabling consistent application of approved laboratory workflows.
Digital devices, operating systems, file systems, data structures and common forensic artefacts.	Working knowledge sufficient to recognise device types, understand basic structures and apply validated forensic processes.
Validated forensic methods, evidential integrity and continuity principles	Practical knowledge, required to maintain compliance, ensure correct handling of digital exhibits, and uphold evidential standards.
Use of forensic software and laboratory tools	Practical knowledge of commercial and specialist forensic tools used for laboratory processing and data preparation.
Legislation relevant to digital examinations (PACE, CPIA, disclosure obligations)	Working to knowledge to ensure processing, reporting and storage of digital evidence remains lawful.
Quality and accreditation standards (ISO 17020/17025, Forensic Science Regulator's Code of Practice).	Awareness-level knowledge of accreditation principles and compliance expectations for laboratory work.
Communication skills (technical and non-technical)	Clear communication ability to provide factual updates to supervisors and investigators.
Problem-solving and troubleshooting of technical issues	Practical skill to resolve routine technical issues (e.g., device connectivity, simple extraction failures).

11.2 Most Important Areas of Knowledge

From the above list give the two/three most important. Please give specific work examples to explain what is delivered in the job by an effective application of these two or three types of knowledge/skill

The most important areas of knowledge for this role relate to the practical understanding of digital devices and the validated forensic processes used to examine them. The post holder requires a working knowledge of common device types, operating systems and data storage structures to enable effective triage, acquisition and processing under supervision. Knowledge of evidential integrity, continuity requirements and secure handling procedures is essential to ensure that digital exhibits are managed lawfully and safely throughout the laboratory examination process.

A further key area is an awareness of accreditation and regulatory expectations, including ISO 17020/17025 principles and the Forensic Science Regulator's Codes of Practice, to ensure that all work is completed within the boundaries of validated methods and organisational standards. The Technician must also understand the basic legal context that governs digital evidence, such as PACE, PCSC, and CPIA, to appreciate why processes must be followed consistently and documentation kept accurate.

This combination of procedural digital forensic knowledge, evidential handling awareness and understanding of quality expectations enables the Technician to produce reliable processed datasets that support investigators and contribute to the wider forensic workflow within GMP.

11.3 Experience

Describe the type of experience required to do the job (e.g. domestic/non-work environment/voluntary work/academic work/other).

The role requires practical experience working with digital technology, such as hardware, software or networked systems, gained through employment, education or hands-on technical environments. Experience handling digital devices on a day-to-day basis, performing basic troubleshooting and working in a service-focused or customer-facing environment is essential. Experience working within a law enforcement environment is beneficial but not essential at entry.

For higher-graded Technicians (Grade E), experience conducting triage, acquisition and processing of digital data using forensic tools is required, along with experience preparing clear processed outputs and completing documentation to evidential standards. Experience identifying routine technical issues, escalating problems appropriately and managing multiple tasks within defined priorities is also essential at this level.

Experience working within structured, compliance-driven environments, such as accredited laboratories or regulated technical settings, is desirable, as is experience supporting colleagues, contributing to minor workflow improvements or applying basic analytical skills within a technical context. The role provides ongoing training and development to build experience toward more advanced technical competency.

GREATER MANCHESTER POLICE
JOB DESCRIPTION

POST TITLE:	Forensic Case Management and Reception Assistant Manager
DIVISION/BRANCH:	Forensic Services Branch
SECTION/UNIT:	Forensic Case Management and Forensic Reception, Forensic Governance
GRADE:	*TBC (Subject to JE)*
RESPONSIBLE TO:	Head of Forensic Governance
RESPONSIBLE FOR:	Supervisors and staff within the Forensic Case Management Unit and Forensic Reception Unit
AIM OF JOB:	To provide leadership and management to the supervisors and staff throughout the Forensic Case Management and Forensic Reception Units, ensuring a coordinated and integrated approach to delivering a comprehensive, efficient and effective service. To ensure compliance with the Forensic Science Regulator Code of Practice and other legislative requirements. To provide specialist technical, scientific and tactical advice to staff throughout Forensic Services, key stakeholders and customers, to maximise forensic opportunities to support investigations and the criminal justice process. To ensure that the Physical Forensic Analytical Contracts are effectively monitored and managed on behalf of the force, ensuring effectiveness of service delivery and value for money.

MAIN DUTIES AND RESPONSIBILITIES

Leadership & Governance

- To provide leadership for a comprehensive, efficient and effective physical forensic scientific Case Management and Reception service across the Force, ensuring high quality, proportionate forensic response aligned to investigative priorities, threat, harm and risk. Support the Head of Physical Forensic Services and Head of Forensic Governance in achieving Forcewide forensic objectives.

- Accountable to the Head of Physical Forensics in relation to all scientific, technical and quality aspects of the business, ensuring the delivery of a comprehensive, up to date, high quality forensic analytical service that is fully integrated across all areas of Physical Forensic Services.
- Deliver governance and quality assurance processes, ensuring adherence to operational policies, legislative requirements, regulation and accreditation requirements, health & safety, contamination control and welfare procedures.
- Develop and contribute to policy implementation, business continuity planning and the communication of resilience arrangements to operational teams.
- Cover for Governance and Physical Forensics SLT when required, representing the Branch, supporting senior decision-making and providing advice to senior leaders on forensic science matters.
- Consistently demonstrate a high level of motivation and professional commitment, setting clear expectations for standards of behaviour, quality, and professionalism within the Forensic Case Management and Forensic Reception Units.
- Provide visible leadership to supervisors and staff, supporting them in problem-solving, promoting good practice and managing and motivating the staff..
- Provide line management of supervisors in the Forensic Case Management and Forensic Reception Units, overseeing appraisals, welfare, development and performance management, escalating issues as appropriate.
- Support succession and capability planning by identifying training needs, monitoring competence portfolios and coordinating development activities.
- Undertake recruitment, HR matters (discipline, grievance, attendance) and workforce planning.
- Provide coaching and mentoring to supervisors and practitioners, particularly around complex physical forensic analysis, leadership behaviours and operational decision-making
- Ensure operational performance monitoring for the Forensic Case Management and Forensic Reception Units, analysing data to identify trends, capability gaps, risks and to drive improvement opportunities.
- Prepare reports, management information and statistical data for the Forensic Services Senior Leadership Team.
- Support procurement processes for the provision of Physical Forensic Analytical Services to ensure operational suitability and value for money.
- Ensure effective budget oversight and management for Forensic Case Management and Reception Units and Force Corporate Forensic Science budget, supporting the preparation of bids and effective monitoring and reporting, producing budget information as required, ensuring value for money at all times.

Operational

- Act as advisor to colleagues across Forensic Services and the Force in relation to physical forensic scientific capabilities, methods and their application, leading the development, delivery and authorisation of physical forensic analytical strategies relating to all aspects of Physical Forensic Science and associated legislation in support of investigations and the Criminal Justice System.
- Support the development and delivery of policy, procedure and good practice in relation to physical forensic science, delivering the strategic direction in relation to physical forensic related issues.

- Carry out forensic reviews in relation to the application of Physical Forensic science for investigations, including major, complex and cold case investigations, identifying Physical Forensic science opportunities and ensure learning is shared and leads to continuous improvement.
- Maintains an up to date awareness of Physical Forensic scientific and technological developments through environmental scanning, professional engagement and continuous learning.
- Oversee and ensure the efficient and effective flow of Physical Forensic evidence throughout the Forensic Services Branch and external Forensic Service providers. Ensuring that evidence is managed in an appropriate manner to ensure security, integrity, continuity and appropriate evidential and quality standards.
- Oversee and ensure effective processes and legislative compliance in relation to the taking, storage, management and processing of biometric samples for a variety of purposes including; investigation, recruitment, DBS, immigration, and for the purpose of elimination.
- Ensure the delivery of compliance with the Protection of Freedom Act (2012) and other relevant legislation relating to the effective management of biometric and forensic evidence. Responsible for effective checking processes and the management of forensic identifications.
- Ensure effective management of the Physical Forensic Science Analytical contracts, acting as the force primary contact, building relationships with and working closely with Forensic Service Providers to ensure effective service delivery.
- Ensure the management, monitoring and analysis of the effectiveness of physical forensic examinations conducted by forensic service providers, responding to and resolution of any quality issues, marketplace challenges or other factors arising on behalf of GMP.
- Seek to resolve disputes surrounding submission of samples for Physical Forensic analysis by external forensic service providers, having due regard to scientific techniques and methods, evidential value, priorities and value for money.
- Attend court when necessary, providing evidence and professional justification for decisions and actions.

Partnership Working & Stakeholder Engagement

- Build strong working relationships with District Commanders, SIOs, investigators and partner agencies to support effective forensic integration.
- Represent GMP at district, regional and national meetings, operational planning groups, project boards and multi-agency forums in relation to physical forensic science matters.
- Provide advice and support for coordinating the response of Physical Forensic scientific capabilities with partner agencies and agree service levels with SIOs.
- Promote a victim-focused approach, ensuring Physical Forensic Science activity is sensitive, proportionate and supportive of investigative needs.
- Attend meetings, project groups, training sessions and external conferences and events, locally, regionally and nationally, sharing best practice and influencing Physical Forensic science development and delivery.

Forensic Quality and Regulation

- Ensure all Forensic Science Activities (FSAs) are conducted in accordance with the Forensic Science Regulator Act 2021 and comply with the FSR Code of Practice, relevant accreditation standards (e.g., ISO/IEC 17025 or ISO/IEC 17020) and local policies and procedures.
- Undertake and participate in internal and external quality assurance processes – including audits, proficiency testing, method validation, and competency assessment – to support continuous improvement and regulatory compliance.
- Report non-conformities, quality risks, or deviations from approved procedures promptly and contribute to corrective and preventative actions to maintain accreditation and regulatory standards.
- Maintain accurate, contemporaneous, and auditable records to demonstrate evidential integrity, technical compliance, and adherence to validated procedures and accreditation scopes.
- Keep up to date with the latest updates and modifications to the FSR Act 2021, FSR Code of Practice, accreditation standards and local procedures, ensuring that all activities remain compliant.
- Provide effective oversight, guidance, and monitoring to ensure all team members consistently comply with requirements taking action where necessary to address gaps in competence, performance, or adherence to process. Ensure that any identified quality actions are investigated and resolved.

General

- To maintain awareness of Force and departmental policies and procedures communicated in various forms including, email, Force and Departmental orders, Force Intranet and written correspondence.
- 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 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 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.
- 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 promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.
- 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 appraisal.

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 Forensic Case Management and Reception Assistant Manager 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
Forensic Services Manager (Crime Scene Investigation)
Forensic Services

Forensic Case Management and Reception Assistant Manager
May 2026

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)

Qualifications/Education		
Degree in relevant subject, Durham University Diploma in Scientific Support Skills or equivalent recognised professional qualification or equivalent experience.	E	AF/C
Experience		
Worked in a Supervisory post delivering Physical Forensic Science to complex investigations.	E	AF/I
Extensive experience relating to the development of Physical Forensic analytical strategies in criminal investigations	E	AF/T/I
Proven ability to drive and enhance performance through effective analysis of data and working practices.	E	AF/T/I
Supervised/trained staff and assisted in their assessment for development and further training.	E	AF/T/I
Experience of budget control and providing value for money.	E	AF/I
Knowledge and experience of HR, policies, procedures and succession planning.	E	AF/I
Experienced in managing HR issues, adhering to and applying policy consistently to achieve fair and robust outcomes	E	AF/I
Demonstrates a high level of discretion and ability to maintain confidentiality	E	AF/I
Experience of the management and delivery of change in a Forensic Science environment.	E	AF/I
Experience of working in a Forensic Service Provider environment.	D	AF/I
Understanding of the working practices and scientific application of a wide range of Physical forensic disciplines both internal and external.	E	AF/I

Knowledge Detailed Knowledge of Physical forensic science as applied to the investigation of crime and the Criminal Justice System.	E	AF/T/I
Knowledge of computer applications e.g. Databases, spreadsheets (training in specific packages will be given).	E	AF/I
Comprehensive knowledge and application of the requirements of the Forensic Science Regulator Code of Practice, quality management systems and the process and requirements as applied to the delivery of Forensic Science.	E	AF/I
Detailed knowledge of relevant legislation relating to the taking, retention and management of biometric samples and the application of the Protection of Freedom Act (2012).	E	AF/T/I
Detailed knowledge of relevant legislation as applied to the effective management of forensic evidence and the application of forensic science to criminal investigations and the Criminal Justice System.	E	AF/T/I

Skills/Abilities		
Demonstrates the ability to maintain precise, accurate management and performance review information.	E	AF/T/I
Motivates and inspires individuals and teams.	E	AF/T/I
Proven ability to manage resources effectively to ensure efficient, high-quality service delivery that aligns to organisational needs	E	AF/I
Ability to produce complex reports, deliver presentations, and engage effectively with partner agencies on relevant issues	E	AF/I
Has strong communication skills, capable of dealing with conflict resolution effectively	E	
Ability to communicate with senior leaders to provide advice and inform strategic direction in relation to forensic investigations	E	
Ability to work effectively under pressure, managing multiple tasks or issues simultaneously while maintaining high standards.	E	
Ability to adapt quickly to changing demands, reassess priorities at short notice, and adjust plans with resilience and flexibility to meet the needs of the service.	E	
Able to develop positive working partnerships	E	

Other		
Has achieved a good attendance record.	E	AF/E
Prepared to work a variety of duties/shifts, sometimes working unexpected hours at short notice. Modifies plans in the light of new information.	E	AF/I
Prepared to participate in a standby rota to provide out of hours service	E	AF/I
As a condition of being appointed to this post an individual will be required to provide a sample of their Biometric material. These samples may be searched against National Databases to assist in the elimination of identified samples recovered from crime scenes.	E	AF/I
Willing to have appropriate vaccinations for working in high risk environments and keep them up to date	E	AF/E
This is a designated post under the Force Vetting Strategy and the post will therefore attract enhanced level of vetting	E	AF/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.

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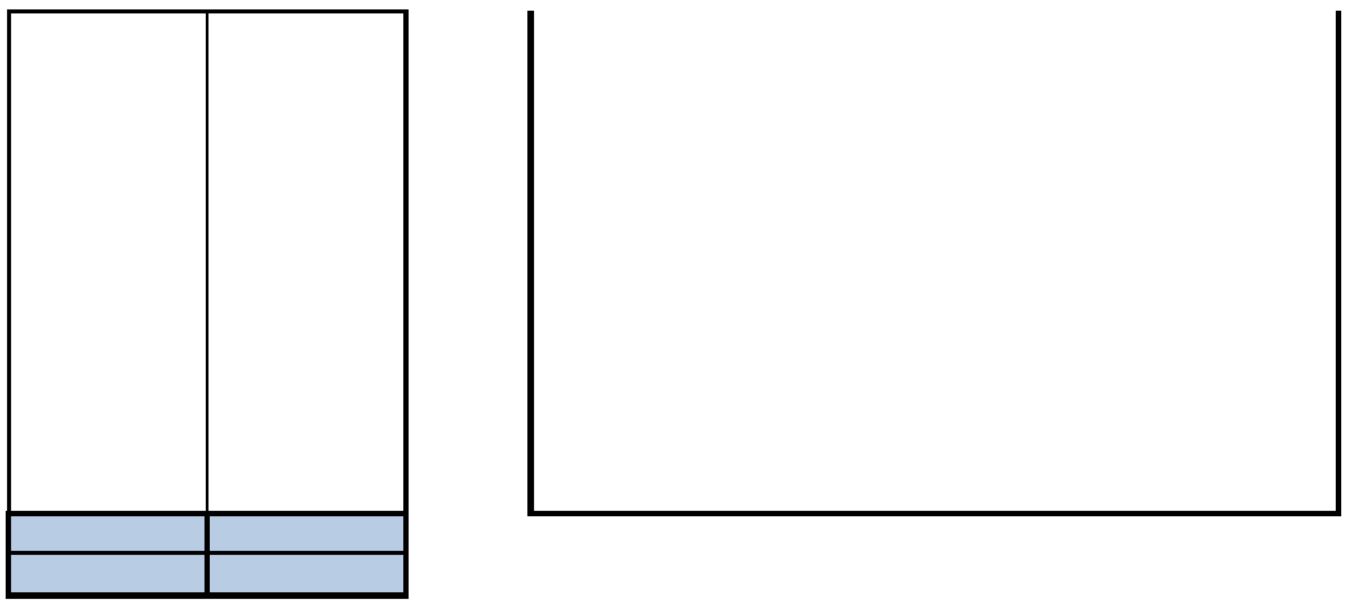
Post: Forensic Case Management and Reception Assistant Manager
Branch: Forensics
Ref Number: 2193s

Important Notes	

Factor	Factor Level	Points	Rationale	Comparison 1
Supervision / Management	530	**76**	Post routinely manages projects and groups of staff Manages more than one group of staff carrying out different tasks in the same general area of work.	
Creativity & Innovation	5	**76**	Requires creativity and inovation undertaking research, assessing operational suitability, coordinating small scale trials, contributing to technical specifications. These responsibilities demand a consistently innovative mindset, the ability to generate new solutions to complex operational problems, and the creativity necessary to drive forward modern, high quality physical forensic services	
Contacts & Relationship	5	**92**	Wide range of contacts, internal and external. Collaborate and corordinate strategies. Contacts are on high profile cases and important operational issues. Represent GMP at local, regional and national forums, meetings and working groups. Coordination, strategy development and authorisation of the delivery of Physical Forensic Science by external agencies represent GMP regionally and nationally to influence and respond to national matters and issues relating to Forensic Case	
Decisions - Discretion	5	**84**	Major responsibility for monitoring service practice and provision. Makes recommendations for change, manages the implementation of these. The post holder oversees and ensures compliance with legislation. When quality or evidence concerns arise, the post holder helps identify the issue, gather information, and implement immediate local actions. The post holder will be responsible for ensuring root cause analysis investigations and undertaken and ensuring the effective management of the issue. The post holder contributes to managing complex, sensitive and contentious situations and plays a key role in communication, coordination and operational judgement. The post holder will be a senior subject matter expert in relation to physical forensic science, there is no management post in the reporting structure and as such the post holder will report directly to the Head of Forensic Governance from a line management perspective and the Head of Physical Forensic Services in relation to scientific, technical and operational matters.	
Decisions - Consequences	4	**48**	The decisions made by the post holder contribute to the effective delivery of operational tasks and help support GMP in maintaining compliant, high quality forensic services. Inaccurate or inconsistent decision making may also contribute to reputational concerns, impacting confidence in GMP's forensic processes. Contributing to national decisions on the direction of physical Forensic services	
Resources	1	**10**	They manage the staff that use the physical resources.	
Work Demands	4	**32**	Work is subject to deadlines involving frequently changing circumstances and conflicting priorities. The post holder must continuously adjust workload, resources, and focus in response to emerging incidents, ensuring that the most critical operational demands are addressed without delay.	
Physical Demands	2	**12**	The post holder will be required to handle exhibits which may be large or heavy items.	
Working Conditions	1	**6**	office based primarily	
Work Context	2	**16**	May be some exposure to traumatic images or statements when reviewing cases. Potential risks from hazardous materials.	

Knowledge & Skills	6	**208**	Advanced high level knowledge in a specialist discipline. Detailed Knowledge of Physical forensic science as applied to the investigation of crime and the Criminal Justice System. The individual must have a wide-ranging knowledge of forensic science and associated legislation and the application to investigations. Detailed knowledge of relevant legislation relating to the taking, retention and management of biometric samples and effective management of forensic evidence. They must be a subject matter expert in multiple areas of physical forensic science with extensive knowledge, expertise and experience in order to ensure that policies, procedures, systems, methods etc are appropriate and effective and carried out to the required quality and legislative standards, and in order to support and mentor staff within the unit. There is also a requirement to have this extensive level of expertise in order to implement technical procedures as well as carry out quality inspections, case reviews etc.	
Total	**660**			
Grade	**L**			

Comparison 2	Comparison 3	Questions / Notes



GLPC JOB EVALUATION SCHEME

JOB EVALUATION QUESTIONNAIRE (JEQ)

VERSION 0.3 (adapted Dec 2024 for use by GMP)

Name (Individual completing the form):	[redacted]
Post Title:	Forensic Case Management and Reception Assistant Manager
Pre-evaluation Grade (if existing post):	K (expected)
District/Branch:	Forensic Services Branch
Section/Unit:	
Post No (if existing post):	
Responsible To:	Head of Forensic Governance

CONTENTS AGREED BY:

Name of individual completing the form: [redacted]	**Name of Manager:**
Signature:	**Signature:**
Date:	**Date:**

INSTRUCTIONS

The purpose of this questionnaire is to record key information and job content to help in the evaluation of the post. The information should relate to the post and not to the individual who might occupy it at present.

An up to date job description and an organisational structure chart should also be attached.

MAIN PURPOSE / REASON FOR THE JOB:

Please describe in detail the overall purpose of the job. To provide leadership and management to Forensic Case Management Unit and Forensic Reception Unit Supervisors, ensuring a holistic, efficient and effective service in relation to physical forensic case management and reception services for the physical forensic area of business. The post delivers specialist scientific physical forensic advice, oversees complex forensic analytical strategies and capabilities, ensures compliance with accreditation and forensic regulatory standards, drives performance, and supports organisational planning and stakeholder engagement. The post is also responsible for the oversight, delivery and management of the physical forensic analytical contracts.

MAIN RESPONSIBILITIES, DUTIES & TASKS: Please list main job areas showing average proportion of the time spent on each.	
Please list the duties required for this role:	Please identify how often each occur – Daily, weekly, monthly, quarterly, or annually
See also the JD for the role.	
Support the Head of Physical Forensic Services and Head of Forensic Governance to deliver leadership for a comprehensive, efficient and effective physical forensic scientific Case Management and Reception service across the Force, ensuring high quality, proportionate forensic response aligned to investigative priorities, threat, harm and risk.	Daily
Accountable to the Head of Physical Forensics in relation to all scientific, technical and quality aspects of the business, ensuring the delivery of a comprehensive, up to date, high quality forensic analytical service that is fully integrated across all areas of Physical Forensic Services.	Daily
Provide line management of Supervisors in the Forensic Case Management and Forensic Reception Units, overseeing appraisals, welfare, development and performance management, escalating issues as appropriate.	Daily
Ensure effective budget oversight and management for Forensic Case Management and Reception Units and Force Corporate Forensic Science budget, supporting the preparation of buds and effective monitoring and reporting, producing budget information as required, ensuring value for money at all times.	Daily

Act as advisor to colleagues across Forensic Services and the Force in relation to physical forensic scientific capabilities, methods and their application, leading the development, delivery and authorisation of complex physical forensic analytical strategies relating to all aspects of Physical Forensic Science and associated legislation.	Daily
Support the development and delivery of policy, procedure and good practice in relation to physical forensic science, delivering the strategic direction in relation to physical forensic related issues.	Monthly
Carry out forensic reviews in relation to the application of Physical Forensic science for investigations, including major, complex and cold case investigations, identifying Physical Forensic science opportunities and ensure learning is shared and leads to continuous improvement.	Monthly
Maintains an up to date awareness of Physical Forensic scientific and technological developments through environmental scanning, professional engagement and continuous learning. Provides physical forensic science advice ensuring the application of Physical Forensic Science strategies and advice in support of investigations and the Criminal Justice System.	Daily
Oversee and ensure the efficient and effective flow of Physical Forensic evidence throughout the Forensic Services Branch and external Forensic Service providers. Ensuring that evidence is managed in an appropriate manner to ensure security, integrity, continuity and appropriate evidential and quality standards.	Daily
Attend local, regional and national meetings, forums and workgroups on behalf of GMP in relation to physical forensic science matters.	Monthly/ Quarterly
Oversee and ensure effective processes and legislative compliance in relation to the taking, storage, management and processing of biometric samples for a variety of purposes including; investigation, recruitment, DBS, immigration, and for the purpose of elimination.	Daily
Ensure the delivery of compliance with the Protection of Freedom Act (2012) and other relevant legislation relating to the effective management of biometric and forensic evidence. Responsible for effective checking processes and the management of forensic identifications.	Daily
Ensure effective management of the Physical Forensic Science Analytical contracts, acting as the force primary contact, building relationships with and working closely with Forensic Service Providers to ensure effective service delivery.	Daily

Ensure the management, monitoring and analysis of the effectiveness of physical forensic examinations conducted by forensic service providers, responding to and resolution of any quality issues, marketplace challenges or other factors arising on behalf of GMP	Daily
Ensure all Forensic Science Activities (FSAs) are conducted in accordance with the Forensic Science Regulator Act 2021 and comply with the FSR Code of Practice, relevant accreditation standards (e.g., ISO/IEC 17025 or ISO/IEC 17020) and local policies and procedures.	Daily

1 Supervision / Management of People

This section records any direct responsibility the post has for the supervision or management of GMP employees or others.

1.1 GMP Employees – Full time responsibility

Indicate the number of employees directly supervised by the post. Indicate the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline, wellbeing, absence management). Indicate also where the supervision is shared with others and what tasks are shared. Direct supervision includes all employees managed by others for whom the post holder has line management responsibilities.

Title and nature of the work carried out	Number*	Nature of Authority
Forensic Case Management Supervisor	1	Line Management responsibility. All levels of authority. Overall responsibility for all activity – allocation of workload and priorities, mentoring, performance, welfare, competence, quality management and all other associated responsibilities
Forensic Reception Supervisor	1	Line Management responsibility. All levels of authority. Overall responsibility for all activity – allocation of workload and priorities, mentoring, performance, welfare, competence, quality management and all other associated responsibilities
Forensic Case Management Unit	Currently 13.5 FTE Proposed 11 FTE	All levels of authority. Overall responsibility for all activity.
Forensic Reception Unit	Currently 15 FTE Proposed 11 FTE	All levels of authority. Overall responsibility for all activity.
**Note – the structure and responsibilities for this role have not yet been determined as the Forensic Services Review is ongoing.		

Insert additional rows as required

1.2 *Numbers

If the numbers supervised vary throughout the year (e.g, if the post has temporary supervisory responsibility), please provide details of maximum and minimum numbers and timescales.

The current number of staff this role has responsibility for are 28.5 FTE. This is subject to ongoing review – the current proposed numbers are 22 FTE.

1.3 Deputising

Does the post have any formal deputising responsibility for managing employees? If so please indicate the nature of the responsibility and how often it occurs. Indicate the number and type of staff affected.

The role will report directly to the Head of Governance in terms of line management and governance responsibility, with oversight and direction in relation to scientific, operational and technical aspects through the Head of Physical Forensics.

The post holder will be a subject matter expert in relation to Forensic Case Management and Forensic Reception and the business that they deliver.

The post holder may carry out deputising for the Head of Governance in relation to aspects of the business relating to Forensic Case Management/ Forensic Reception.

The post holder may also carry out deputising for the Head of Physical Forensics in relation to scientific, operational and technical issues in relation to Physical Forensic services as required.

Note that there is no manager post in the structure for these business areas, as such, rather than deputising for the Manager, the post holder will deputise for the Head of Governance where required and also for the Head of Physical Forensics where required.

This may include:

- on a monthly basis, assuming responsibility for operational decision making, service oversight, and leadership during periods of absence. This may involve attendance at Force, regional and national meetings, or in undertaking other responsibilities.
- Cross Branch Technical and Staff Management: Provides occasional management and supervision of staff across other areas (such as physical forensics e.g. CSI, Collision, Imaging, Fingerprints, Laboratory) when local managers are unavailable. This may involve resolution / intervention of technical activity and / or personnel issues, ensuring problems are resolved as well as maintenance of service delivery.
- Attendance at regional or national meetings in relation to issues impacting the Physical Forensic Marketplace and other physical forensic matters e.g. national Forensic Marketplace Operations Group (FMOG), National DNA Operations group etc.

1.4 Project Teams

Does the post lead/manage or supervise any project teams? If so, indicate the type of project team, its composition, how long the post holder has this authority and the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline).

The post holder provides operational and technical oversight of project teams responsible for delivering developments within the Forensic Case Management and Reception Unit. They manage projects from initiation to completion with authority to allocate work, set methodologies, direct activity, establish project governance, approve outputs and ensure compliance with statutory and FSR code requirements.

Project teams typically include technical specialists from within the Forensic Case Management and Reception Unit and Forensic Services, and may also require input from colleagues in other areas of Forensic Services, IT, Change Branch, HR, Procurement or, where appropriate, external partners or supporting bodies. The post holder ensures that requirements, risks and regulatory standards are fully incorporated into each project's design and delivery.

The role routinely manages projects focused on quality improvement, accreditation readiness, enhanced technology capability (including validation, testing, evaluation and implementation), service redesign and efficiency improvements. This requires the ability to balance performance, operational risk and resource considerations while ensuring Unit objectives are met.

As a senior member of the Case Management and Reception Unit, the post holder is responsible for managing designated specific projects that support the development and improvement of operational physical forensic services.

1.5 Contract staff / Agency Workers

Specify any responsibility that the post has for contract or agency workers. Indicate the number involved and the nature of the responsibility.

Will oversee contracted (and non-contracted) external forensic services during major incidents; responsible for agreeing service levels and ensuring compliance with statutory requirements, ensuring that analytical strategies are developed and delivered in support of the investigative requirements and Criminal Justice System.

1.6 Location of Employees

Are the employees supervised / managed by the postholder based at the same place of work, or on different site(s) or are they mobile? How often would the manager be at the same location as the employees? (For hybrid working arrangements, it would be the contracted place of work that needs to be taken into account.)

The post holder will be based at Vestigo House and all staff that are directly managed by this post will be based at Vestigo House.

However, in this role, there will be an expectation to occasionally travel for the purpose of their role, and this will include travel around the force area for meetings and to work with physical Forensic Services staff, travel to visit external physical forensic science facilities and to attend regional and national meetings.

2. Creativity and Innovation

The extent to which the work requires innovation and imaginative responses to issues and in the resolution of problems.

2.1 Examples of Creativity / Innovation

Give examples of areas where the post requires creativity and innovation in for example design, specifications and tendering, counselling and caring, application of IT, policy development, interpersonal skills, written or spoken word.

The post requires creativity, analytical thinking and innovation to ensure that working practices, policies and applications across the Forensic Case Management and Reception areas, as well as the whole of Physical Forensics continue to evolve in line with emerging investigative needs, scientific developments and local operational expectations. This includes ensuring that they are up to date with developments in science, technology, innovation and application across many physical forensic science disciplines, identifying opportunities to improve techniques, workflows and capabilities so that the delivery of Physical Forensic Science remains effective, efficient and compliant with relevant standards.

This may involve undertaking research, assessing operational suitability, coordinating small-scale trials, contributing to technical specifications, working with partners (both internally and externally) and assisting in the development of associated procedures and guidance. Their work ensures that improvements adopted across the Forensic Case Management and Reception areas and throughout Physical Forensics and the wider force enhance operational capability while meeting accreditation and regulatory requirements.

The post holder ensures their own scientific, technical, and operational knowledge remains fully current through proactive engagement with external forensic service providers and the national forensic community, research, professional networks, and technological trends. The role requires the innovative application of this knowledge to local challenges, supporting continuous learning, improvement and future focused development within these units, across Physical Forensic services and throughout GMP.

-Devising Physical Forensic Analysis Strategies: The post holder will oversee and be responsible for the delivery of investigation, examination and analytical strategies in relation to all aspects of Physical Forensics for complex and major crime in order to maximise forensic investigative opportunities whilst managing a variety of considerations around legislation, scientific expectations, contamination, logistics, welfare and resource implications, pressures of the investigative process, public and CJS impact etc. These responsibilities demand a consistently innovative mindset, the ability to generate new solutions to complex operational problems, and the creativity necessary to drive forward modern, high quality physical forensic services.

2.2 Examples of Problem Solving

Give examples of typical problems / situations a post holder will need to resolve during the course of their work. Indicate how frequently each type of problem / situation is likely to occur.

Management of Complex Forensic Investigations
Acts as a senior operational lead within the Forensic Case Management and Forensic Reception Unit for determining strategies and coordinating the response of physical forensic scientific experts from external forensic service provider organisations, working alongside the Crime Scene Manager / Coordinator to ensure the delivery of an effective physical forensic science response. This includes, prioritising investigative resources, resolving operational challenges, and making time-sensitive decisions to maintain service delivery. Such incidents arise regularly due to the nature of demand. Examples include determining the physical forensic analytical strategy and responses to complex investigations, coordinating the requirements across multiple evidence types and different specialists and units in order to ensure that all forensic evidence types are considered and coordinated effectively to meet the investigative requirements, to maximise opportunities and ensure that the requirements of the Criminal Justice System are met, whilst ensuring delivery of a high quality forensic science service.

Resolving Acute Staffing and Resourcing Issues (Regular)
Works closely with supervisors to address daily and weekly resourcing pressures within the Forensic Reception and Case Management Unit, including abstraction levels, urgent demand and imbalance between expected workload and available staff. This involves reallocating tasks, and implementing short-term resilience measures to maintain a victim-focused service.

Quality Failures and Compliance Risks (Regular)
Investigates and resolves quality-related issues within the Forensic Case Management and Reception Units and coordinates the force response to quality issues within the external forensic science marketplace. This involves using a strong knowledge and understanding of process, procedure, legislation, methods and forensic science in order to undertake root cause analysis investigations, and then to determine, assess and resolve the issues and any wider implications. Examples of this may include; equipment faults, storage concerns, inaccurate results, errors in scientific processes / examinations or potential non-compliance with accreditation or procedural

requirements. This involves conducting root-cause analysis, reviewing evidential impact, implementing corrective actions and working with external and internal partners such as Forensic Services Providers, Procedural Standards, Physical Forensic Units or Property Stores to ensure learning, improvement and to prevent recurrence. These issues arise multiple times per year and require sound forensic reasoning, strong technical and legislative understanding and adherence to regulatory standards.

These situations require the post holder to use advanced operational judgement, balance competing priorities and develop rapid, effective solutions that protect evidential integrity, support policing activity and maintain the resilience and quality of service delivery to the public and the Criminal Justice System.

Recent examples of quality failures and other issues affecting this business area that this post holder will be required to respond to are;

- Failures in the storage of physical forensic evidence in property stores.
- Business continuity incidents impacting storage of physical forensic evidence
- Failures in the loading of PACE DNA profiles to the National DNA Database
- Inaccurate results reported in relation to Toxicology analysis due to multiple different factors/ root causes
- Capacity and stability issues in the physical forensic marketplace impacting service delivery

2.3 Guidelines, procedures and systems

To what extent is the work undertaken by the post determined or assisted by guidelines, procedures and systems? Indicate how:

The post holder ensures day to day Forensic Case Management and Forensic Reception operations follow required legislation, policies, procedures and quality standards, including:

- applying established legislative requirements from the Forensic Science Regulator Code of Practice, ISO/IEC standards and other legislative requirements and GMP procedures to routine work, escalating complex or unprecedented issues to senior management where necessary.
- supporting the implementation and upkeep of local procedures and workflows by monitoring staff compliance, identifying operational and scientific issues, and communicating improvements to supervisors and staff.
- Oversees accreditation activities within the units, including preparing documentation, checking that procedures are current, coordinating staff readiness, and supporting internal audits. The post holder will be responsible for ensuring preparation for UKAS visits by carrying out compliance checks and addressing issues with staff. Following assessments, the postholder is responsible for tracking and ensuring completion of required actions, ensuring updates are communicated to the team and implemented correctly within strict timeframes.

The postholder requires good organisation, problem-solving and communication skills to balance operational demands with accreditation tasks, ensuring staff understand changes and maintain consistent practice.

The post holder will be responsible for ensuring that all guidelines, policies, procedures and systems are in place and complied with at all times.

It will be the responsibility of the post holder to develop and deliver guidelines, policies and procedures for both the Forensic Case Management Unit and Forensic Reception Unit, and also to ensure that procedures and guidance across Physical Forensics and the wider force in relation to Physical Forensic science are appropriate and effective.

As subject matter expert in relation to multiple Physical forensic science disciplines and the capabilities of the external physical forensic service providers, the post holder will also hold a responsibility for ensuring that all areas of Physical Forensic Services are operating with appropriate, effective, up to date scientific knowledge and

expertise in order to ensure that their own processes, policies, procedures and capabilities are effective and up to date in order that the physical forensic science capabilities for GMP are effective.

3. Contacts and Relationships

The degree of personal contact and the nature of relationships with others required to carry out the job.

3.1 Nature of Contacts and Relationships

Describe contacts and relationships within the section or department, with other departments, the public, external groups and organisations, their purpose and frequency.

Who (e.g. work colleague, other department, client, suppliers etc)	Purpose of Contact (e.g. exchanging information, providing advice, providing care, formal training, negotiations etc)	Frequency (e.g. daily, weekly, etc)
All internal staff as listed in section 1.1	Line management, including effective communication, updating staff on strategic decision making, overall responsibility for all activities carried out within the Forensic Case Management and Reception Unit, directing activity, allocating actions and tasks, providing scientific, technical advice when required, dealing with HR and personnel matters and completing ADR's, 1-2-1's etc.	Daily
Other Branch / District / Force Leaders and Senior /Investigating Officers.	Providing advice and direction on matters relating to Forensic Case Management, Forensic Reception and Physical Forensic Science. Attend and represent Forensic Services at branch and force level meetings, e.g. Strategic DFIG	When required/quarterly
National & Regional Forensic Services groups, forums and meetings	Collaborative engagement and attendance at relevant meetings, forums etc to represent GMP regionally and nationally to influence and respond to national matters and issues relating to Forensic Case Management / Reception and Physical Forensic science issues, support and advice on Forensic services.	When required/quarterly
External Agencies (Forensic Service Providers, forces, agencies such as NCA, GMFRS etc)	Coordination, strategy development and authorisation of the delivery of Physical Forensic Science by external agencies, projects to implement changes, improvements in capabilities, service delivery etc. Service agreements etc.	When required/quarterly

3.2 Complex / Contentious Issues

Does the post have to communicate with contacts on matters of a complex and/or contentious nature? Please give examples and indicate how often these occur.

The post holder will have responsibility for the handling of complex and sensitive matters by providing clear communication and balanced judgement, managing operational, legal and welfare issues that arise in day to day activity and escalate significant risks or contentious decisions to senior leaders.

- **Operational Decisions (Frequent)**

The post holder provides informed advice and responsibility for the assessment, strategy development and authorisation of requests for the analysis and examination of physical forensic evidence. Consideration is given to investigative requirements, circumstances surrounding offence, evidential factors, scientific capability, proportionality and other factors in order assess requests made by investigating officers for forensic analysis in order to progress their investigations. This does involve responsibility for making decisions which may not be agreed or acceptable to the investigating officer or which may not meet the investigative strategy. The post holder must ensure that there is an entirely impartial, non-biased approach to this decision making which is not influenced by factors such as the investigating officers perspective, financial or performance pressures to ensure the integrity of forensic science and the maintenance of the Forensic Science regulators statutory Code of Practice and other relevant legislative requirements.

Where requests conflict with resources, quality standards or policy, the post holder acts as an escalation point, explains constraints and refers high-risk or contentious decisions to senior leadership for final direction.

- **Managing Expectations in High-Profile Cases (Frequent)**

The post holder helps set realistic expectations with investigators and partner teams. They communicate practical limitations, operational pressures and evidential considerations, the post holder has responsibility for the authorisation of analysis, and is an escalation point for decisions made, escalating significant concerns, risks or disagreements to senior managers where appropriate.

- **Supporting Performance, Conduct and Welfare Matters (Regular)**

The post holder assists with sensitive staff issues by:

- identifying concerns
- documenting issues
- offering initial support and guidance
- liaising with HR and supervisors
- dealing with serious conduct, welfare or PSD matters with support from senior leaders for decision-making.

- **Quality Issues and Risk Escalation (Periodic)**

When quality or evidence concerns arise, the post holder helps identify the issue, gather information, and implement immediate local actions. The post holder will be responsible for ensuring root cause analysis investigations and undertaken and ensuring the effective management of the issue.
They escalate significant failures — including contamination events, policy breaches or risks to case integrity — to senior leadership and support any follow-up communication with UKAS or the Forensic Regulator as directed.

The individual post holder will also hold responsibility for raising and escalation of issues relating to service delivery, quality, queries with invoicing etc. with the external physical forensic service providers.

- **Legislative compliance – protection of Freedom Act (periodic)**

The post holder oversees and ensures compliance with legislation such as the Protection of Freedom Act (2012), and will be responsible for making decisions in relation to actions resulting from unlawful matches. Making decisions as to whether or not these unlawful matches will be notified to investigating officers or not, or whether there are any requirements for further escalation to senior leaders.

- **High-Risk Situations and External Liaison (As Required)**

The post holder may provide operational information to managers preparing briefings for external bodies (e.g., CPS, UKAS, Forensic Regulator).
They support communication and documentation and support senior leadership with representing the organisation and managing force-wide impacts

The post holder contributes to managing complex, sensitive and contentious situations and plays a key role in communication, coordination and operational judgement.

3.3 Representing GMP

Does the post represent or negotiate on behalf of GMP? Please identify the circumstances and how often this occurs.

The post holder will have responsibility for the operational day to day relationship with the external forensic service providers. The post holder will therefore have responsibility on behalf of GMP for the strategic relationship management in relation to these organisations and associated contracts this will include monitoring, negotiating, managing service delivery, resolution of issues etc.

Strategic oversight, decision making and support will be provided by the Head of Physical Forensics / Head of Forensic Governance as appropriate, however, day to day service delivery will be the responsibility of the post holder.

The post holder will on behalf of GMP attend local, regional and national meetings, forums, workgroups etc. in relation to matters relating to physical forensic science as appropriate. Examples of these may include;

- Conferences relating to physical forensic science
- Forensic Marketplace Operations Group
- National Gold / Silver groups in relation to matters relating to the forensic marketplace.

4. Decisions – Discretion

This factor looks at the decisions or recommendations that the post takes to achieve its outcome.

4.1 Decisions

Give examples of the most important decisions that your post requires. Record only those decisions, which the post has authority to take.

Nature of Decision	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Prioritisation and allocation of workload during surge/major incidents or other issues.	staff, other forensic services branch units districts, investigations, external forensic service providers, Home Office FINDS, public, service delivery, criminal justice system, public Force priorities, legislation,	Force priorities, legislation, resource availability and budgets.

	resource availability and budgets.	
Appropriate policies, procedures, methods and processes are applied throughout the Forensic Case Management and Reception Unit, ensuring that these reflect the most up to date appropriate, validated scientific techniques and methods.	This will impact on all the above examples. In particular, all staff within the Forensic Case Management and Forensic Reception Units and potentially throughout the Forensic Services Branch, Investigators, officers throughout other Branches and Districts. This will also impact the service delivery to the public and Criminal Justice System.	Ensuring all policies, procedures, guidelines are up to date and appropriate. Will require ensuring that knowledge and expertise is maintained and up to date, appropriate methods and processes are researched, evaluated, validated and applied, requiring development of policies and procedures, ensuring compliance with legal requirements, national standards and best practice.
Contributing to national decisions on the direction of physical Forensic services	This will impact on all the above examples. As above, however, there will be wider implications on a national / regional perspective.	Will require ensuring that the post holder maintains up to date knowledge and expertise in the business area and has full understanding of legislative requirements, policies etc. and could contribute to the development of national standards and direction.
Staffing matters – sickness, performance and welfare issues	Staff throughout the Forensic Case Management and Forensic Reception Units.	Ensuring Force policy and guidance to be applied.
Direction of complex investigations, including providing advice and guidance on complex matters relating to the delivery of physical forensic science capabilities, and delivering effective advice and development of analytical strategies.	staff, other forensic services branch units districts, investigations, external forensic service providers, Home Office FINDS, public, service delivery, criminal justice system, Force priorities, legislation, resource availability and budgets.	Will require an up to date knowledge and expertise in matters relating to all areas of physical forensic science, ensuring that appropriate techniques are researched, evaluated, validated and applied, requiring development of policies and procedures, ensuring compliance with legal requirements, national standards and best practice. Often requiring an innovative approach to problem solving relating to specific situations / investigations where it may be the case that there is no recognised procedures or policy available
Health and Safety matters relating to the management and handling of exhibits	Staff within Forensic reception, other areas of Forensic Services, external Forensic Service Providers, Property office staff, investigators.	Policies, procedures and risk assessments.
Management and handling of biometrics	Staff within Forensic Reception, Forensic Case Management Unit and wider Forensic Services Branch and Force, the	Policies, procedures and legislation

	public, individuals involved in the application for employment / roles within GMP.	
Management of compliance with Protection of Freedom Act (2012)	Staff within Forensic Reception, Forensic Case Management Unit and wider Forensic Services Branch and Force, the public and criminal justice system.	Policies, procedures and legislation

4.2 Recommendations

Give example of the most important recommendations that the post is required to make.

Nature of Recommendation and who it is given to (e.g. recommend change in procedure to manager)	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Prioritisation and allocation of workload during surge/major incidents or other issues.	staff, other forensic services branch units districts, investigations, external forensic service providers, Home Office FINDS, public, service delivery, criminal justice system, public Force priorities, legislation, resource availability and budgets.	Force priorities, legislation, resource availability and budgets.
Appropriate policies, procedures, methods and processes are applied throughout the Forensic Case Management and Reception Unit, ensuring that these reflect the most up to date appropriate, validated scientific techniques and methods.	This will impact on all the above examples. In particular, all staff within the Forensic Case Management and Forensic Reception Units and potentially throughout the Forensic Services Branch, Investigators, officers throughout other Branches and Districts. This will also impact the service delivery to the public and Criminal Justice System.	Ensuring all policies, procedures, guidelines are up to date and appropriate. Will require ensuring that knowledge and expertise is maintained and up to date, appropriate methods and processes are researched, evaluated, validated and applied, requiring development of policies and procedures, ensuring compliance with legal requirements, national standards and best practice.
Contributing to national decisions on the direction of physical Forensic services	This will impact on all the above examples. As above, however, there will be wider implications on a national / regional perspective.	Will require ensuring that the post holder maintains up to date knowledge and expertise in the business area and has full understanding of legislative requirements, policies etc. and could contribute to the development of national standards and direction.
Staffing matters – sickness, performance and welfare issues	Staff throughout the Forensic Case Management and Forensic Reception Units.	Ensuring Force policy and guidance to be applied.

Direction of complex investigations, including providing advice and guidance on complex matters relating to the delivery of physical forensic science capabilities, and delivering effective advice and development of analytical strategies.	staff, other forensic services branch units districts, investigations, external forensic service providers, Home Office FINDS, public, service delivery, criminal justice system, Force priorities, legislation, resource availability and budgets.	Will require an up to date knowledge and expertise in matters relating to all areas of physical forensic science, ensuring that appropriate techniques are researched, evaluated, validated and applied, requiring development of policies and procedures, ensuring compliance with legal requirements, national standards and best practice. Often requiring an innovative approach to problem solving relating to specific situations / investigations where it may be the case that there is no recognised procedures or policy available
Health and Safety matters relating to the management and handling of exhibits	Staff within Forensic reception, other areas of Forensic Services, external Forensic Service Providers, Property office staff, investigators.	Policies, procedures and risk assessments.
Management and handling of biometrics	Staff within Forensic Reception, Forensic Case Management Unit and wider Forensic Services Branch and Force, the public, individuals involved in the application for employment / roles within GMP.	Policies, procedures and legislation
Management of compliance with Protection of Freedom Act (2012)	Staff within Forensic Reception, Forensic Case Management Unit and wider Forensic Services Branch and Force, the public and criminal justice system.	Policies, procedures and legislation

4.3 Availability of Advice / Guidance

Describe how advice on what may be the limit to decision making is available from the post's manager, or other sources (e.g. rules, guidelines). Is this advice available all the time?

The post holder:
- supports the management of complex and sensitive operational matters, ensuring clear communication and appropriate escalation. They contribute to resolving issues across operational, organisational and welfare contexts, while seeking guidance of high-risk or contentious decisions from senior leadership.
-takes responsibility for managing expectations with investigators during high-profile or high-pressure incidents by outlining operational capabilities, time constraints and evidential factors.
- assists with routine staff issues by identifying concerns, gathering information and providing initial guidance. Serious conduct, PSD matters, or sensitive welfare cases are supported by senior leaders, HR or PSD for formal action.

-When quality or evidence concerns arise, the post holder helps identify the issue, takes initial local action, and documents findings. Significant contamination events, failures, or risks to evidence integrity are escalated to senior leaders for full investigation and liaison with UKAS or the Forensic Regulator.
- provides information and updates for senior leaders preparing briefings for external bodies such as CPS, UKAS or the Forensic Science Regulator.
Any significant risks, conflicts or decisions with wider impact are escalated appropriately.

The post holder will be a senior subject matter expert in relation to physical forensic science, there is no management post in the reporting structure and as such the post holder will report directly to the Head of Forensic Governance from a line management perspective and the Head of Physical Forensic Services in relation to scientific, technical and operational matters. The post holder will be able to take advice from these posts where required and available, alternatively there will be other members of the SLT who will be able to provide advice where needed.

5. Decisions – Consequences

The impact of the decisions / recommendations taken.

The decisions made by the post holder contribute to the effective delivery of operational tasks and help support GMP in maintaining compliant, high-quality forensic services.
The role assists in ensuring work is carried out in line with the Forensic Science Regulator's Code of Practice, accreditation requirements and other relevant legislation. Where these standards are not followed, there is a risk that forensic evidence may be inadmissible in court, leading to the need for corrective action, or potentially the loss of evidence or potential miscarriages of justice.
If physical forensic science is not delivered in line with established procedures or recognised good practice, there is a possibility that evidential opportunities may be missed or compromised. Errors at this stage can affect the quality of information available to ongoing investigations and may result in miscarriages of justice.
Inaccurate or inconsistent decision-making may also contribute to reputational concerns, impacting confidence in GMP's forensic processes.
Errors in the processing of forensic identifications, or the management or handling of biometric samples can lead to a failure to comply with appropriate legislation which may result in missed investigative opportunities, unlawful information being provided to investigations, unlawful arrests or actions, miscarriages of justice and impact on public trust and confidence.
Where significant issues of non-compliance arise, these may require escalation to senior managers, who hold responsibility for liaising with the Forensic Science Regulator and determining any required organisational response.

5.1 Impact of Decisions / Recommendations

Identify the major consequences of any decisions or recommendations the post makes for clients, the public, other staff or the service.

Type of Decision / Recommendation	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole	Scale of Impact (e.g. limited - short term, major – long term effect)

	authority, corporate policy etc)	
Prioritisation and allocation of workload during surge/major incidents or other issues.	staff, other forensic services branch units districts, investigations, external forensic service providers, Home Office FINDS, public, service delivery, criminal justice system, public Force priorities, legislation, resource availability and budgets.	Major - short to medium term operational impact. May impact on service delivery to the public.
Appropriate policies, procedures, methods and processes are applied throughout the Forensic Case Management and Reception Unit, ensuring that these reflect the most up to date appropriate, validated scientific techniques and methods.	This will impact on all the above examples. In particular, all staff within the Forensic Case Management and Forensic Reception Units and potentially throughout the Forensic Services Branch, Investigators, officers throughout other Branches and Districts. This will also impact the service delivery to the public and Criminal Justice System.	Long term effect. Could result in miscarriages of justice or a failure to achieve investigative outcomes, could impact the ability of GMP to investigate and prevent crime, to protect the public. Could impact reputationally and affect the trust and confidence of the public. Could result in statutory sanctions
Contributing to national decisions on the direction of physical Forensic services	Victims, public, staff within the Physical Forensic Services business areas, districts and departments, GMP, GMCA and Criminal Justice System Police Forces and associated organisations throughout England and Wales	Long Term effect – GMP have representation on a number of regional and national forums which make decisions on the strategic direction of the delivery of physical forensic services.
Staffing matters – sickness, performance and welfare issues	Staff throughout the Forensic Case Management and Forensic Reception Units.	Long term effect
Direction of complex investigations, including providing advice and guidance on complex matters relating to the delivery of physical forensic science capabilities, and delivering effective advice and development of analytical strategies.	staff, other forensic services branch units districts, investigations, external forensic service providers, Home Office FINDS, public, service delivery, criminal justice system, Force priorities, legislation, resource availability and budgets.	Long term effect. Could result in miscarriages of justice or a failure to achieve investigative outcomes, could impact the ability of GMP to investigate and prevent crime, to protect the public. Could impact reputationally and affect the trust and confidence of the public. Could result in statutory sanctions

Health and Safety matters relating to the management and handling of exhibits	Staff within Forensic reception, other areas of Forensic Services, external Forensic Service Providers, Property office staff, investigators.	Potentially long term effect. Could result in injuries to individuals involved in the handling of exhibits.
Management and handling of biometrics	Staff within Forensic Reception, Forensic Case Management Unit and wider Forensic Services Branch and Force, the public, individuals involved in the application for employment / roles within GMP.	Potentially long term effect, if there are errors made with the handling of biometrics, this could have a significant impact on members of the public in relation to DBS checks or immigration checks, or the secure handling and management of their biometric data, also on public trust and confidence and reputational impact for GMP.
Management of compliance with Protection of Freedom Act (2012)	Staff within Forensic Reception, Forensic Case Management Unit and wider Forensic Services Branch and Force, the public and criminal justice system.	Potentially long term. Errors made in the management of the Protection of Freedom Act could lead to inappropriate destruction of biometrics which could mean that investigative opportunities are missed or where biometrics are not effectively managed, this could lead to unlawful use of biometrics which could lead to unlawful actions or miscarriages of justice etc.

5.2 Implications of a decision by the post holder

If the post holder made a legitimate, but incorrect, decision, what would be the likely impact? Give potential examples below but exclude events that are highly unlikely to occur. For each example indicate how quickly the error would be identified and rectified.

If the post holder makes a legitimate but incorrect decision, the consequences can be significant and sometimes irreversible.
Incorrect choices around the development of forensic strategies can lead to the loss of or damage to evidence. Such errors may be noticed immediately or only during later investigative or judicial review. Lost evidence cannot be recovered, potentially weakening investigations and contributing to miscarriages of justice.
Decisions resulting in non-compliance with the Forensic Science Regulator's Code, accreditation standards or legislation can make evidence inadmissible or unreliable. These issues may surface only during court proceedings or regulatory audits, by which point organisational harm may already have occurred
Incorrect decisions can undermine GMP's credibility, especially in major incidents or cases involving vulnerable victims. Loss of public confidence may occur quickly or emerge later during reviews, inquests or court processes.
Serious or repeated failures may lead the Forensic Science Regulator to issue conditions, improvement notices or restrictions. In severe cases, this could result in partial or full suspension of crime scene investigation services, affecting GMP's ability to support critical investigations.

Inappropriate handling and management of biometrics could lead to biometric samples being lost, inappropriately destroyed or inappropriately retained. This could result in loss of evidence, inability to effectively investigate detect, reduce or prevent crime, could impact public trust and confidence or result in miscarriages of justice.

6. Resources

Personal and identifiable accountability for physical and financial resources including those of clients.

6.1 Cash / Financial Resources

Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes specify the average amount controlled at any one time and the nature of the accountability.

Average amount controlled at any one time	Nature of accountability Indicate whether this is continuous or shared with others. How often are these resources handled : daily, weekly, monthly etc?
Forensic Case Management, Forensic Reception and Corporate Forensic budget	Postholder holds shared responsibility with the Head of Governance and Head of Physical Forensics for the effective monitoring and management of these budgets, including overtime and staffing costs, procurement and life cycle management of specialist equipment, consumables, monitoring spend against agreed budgets and ensuring value for money and preparation of revenue / capital bids.
Varying amounts of cash could come under the overall responsibility of the post holder. There could be significant volumes of cash recovered during investigative processes (could be several hundreds of thousands of pounds).	The post holder will have responsibility for staff and processes involved in the accurate handling/security of cash recovered / seized during the investigative process. The post holder is also responsible for the safety and security of other items of evidence, some of which may have significant value or present a risk, i.e. firearms, drugs, personal belongings etc

6.2 Plant / Equipment

Is the post personally accountable for the proper use / safekeeping of plant / equipment?
If yes please indicate the type(s) of plant/equipment and the nature of the accountability.

Type of plant / equipment	Nature of accountability Indicate whether this is continuous or shared with others
Specialist equipment used in Forensic Services (inc licencing) Significant amount of specialist equipment required to enable the effective service delivery of Physical Forensic science, including, fridges, freezers and other storage equipment etc	The post holder has responsibility for helping ensure the appropriate use, care and governance of specialist equipment and software. Responsibilities include: • Supporting effective asset management, including monitoring, auditing, security, storage and maintenance • Assisting with calibration, repair, lifecycle planning and replacement activities to maintain evidential reliability and operational readiness • Liaising with IT regarding fixes, upgrades and compatibility matters

	• Supporting budget processes for equipment procurement and replacement, including obtaining quotes and contributing to business cases • Helping to ensure equipment and methods remain aligned with the Forensic Science Regulator's Code of Practice and accreditation requirements Failure to manage equipment or software appropriately may affect evidential integrity and operational capability, accreditation status and GMPs ability to deliver compliant forensic services

6.3 Stocks / Materials

Is the post personally accountable for materials / items of stock (including evidential material)? If yes please indicate the type and approximate value and the nature of accountability.

Type and approximate average value of materials / stock (held at any one time)	Nature of accountability Indicate whether this is continuous or shared with others
Forensic Consumables – Circa £300K Significant amount of specialist consumable, stock etc. required to enable the effective service delivery of physical forensic science, including, personal protective equipment and consumables.	The post holder shares collective responsibility with the Forensic Services Branch SLT for ensuring robust governance, appropriate expenditure and compliance relating to consumables and operational stock. Within this, the post holder has oversight for all consumables and equipment used by the Forensic Reception Unit, including: • Ensuring effective monitoring, auditing, safe storage and control of consumables • Ensuring stock levels meet operational need while maintaining financial accountability • Implementing and maintaining appropriate policies and procedures for asset and consumable management The post holder's decisions directly influence the continuity, quality and compliance of forensic operations, ensuring materials and consumables remain suitable for evidential use and aligned with regulatory and accreditation requirements.

6.4 Buildings

Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability

Type of Building	Nature of accountability Indicate whether this is continuous or shared with others
Forensic Reception and Case Management Unit facilities	Whilst Estates Branch have overall responsibility for Buildings, the post holder has responsibility for ensuring that the facilities for the Forensic Case Management Unit and Forensic Reception Units, including the office environment, examination and storage facilities etc. are fit for purpose, meet the statutory requirements to enable achievement and maintenance of accreditation, enable the effective and secure preservation, examination and storage of items of evidence and the delivery of physical forensic science

	services. The post holder is responsible for ensuring that the buildings and facilities are fit for purpose and maintained in an appropriate condition and that there are appropriate policies and procedures in place to facilitate this, ensuring compliance by all staff.

7. Work Demands

The impact of deadlines, interruptions, changes in priorities and resource conflicts on the post.

7.1 Work Plan

How is the post's work planned?

The post holder's work is generated by force priorities set out by Chief Officer team and Force Control Strategy (POAP). These are directed and managed through various governance meetings where performance and compliance are monitored, and feedback is provided. This may result in a change of priorities and deadlines for the post holder/Forensic Services.
Work is also generated on a daily basis in response to ongoing incidents and crime at a Force level. Ensuring that the delivery of physical forensic services are maintained, effective and meets the requirements of the organisation, the public and the Criminal Justice System. The workload and requirements associated with this aspect, can change regularly and is dictated by the need to respond to operational investigative requirements.
In addition to this, work is also generated through the requirements for compliance to the statutory Forensic Science Regulator Code of Practice, other associated standards and legislative requirements. There are multiple frequent deadlines, schedules and other requirements that must be met, maintained and delivered in order to ensure compliance with the requirements.
The post holder must continuously adjust workload, resources, and focus in response to emerging incidents, ensuring that the most critical operational demands are addressed without delay. In addition, the post holder must meet a continual cycle of accreditation, quality and regulatory deadlines including those required under the Forensic Science Regulator's Code of Practice and associated standards. These generate multiple concurrent schedules, audits and mandatory deliverables that must be met alongside operational responsibilities.

7.2 Interruptions / Changes to the work plan

How often is the planned work of the post subject to interruptions and/or changes? Give examples, identifying the cause of the interruption, the nature of it (e.g. is it a single or diverse range) and the frequency with which it occurs.

The post holder's planned work is subject to frequent and unpredictable interruption, often several times per day. These interruptions arise from a broad range of issues, including urgent operational demand, major or serious crime, quality or evidential concerns, staff welfare matters, and immediate supervisory or HR-related issues. As a lead for the Forensic Reception and Case Management Unit, the post holder must respond rapidly to requests for advice, direction or decision-making to maintain service continuity and evidential integrity.
Interruptions are diverse in nature. They may require urgent advice / decisions, technical authorisation, intervention on staff-related issues, or engagement with senior investigators. The frequency and breadth of these disruptions require the post holder to continually re-prioritise, adjust work plans and switch between strategic and operational tasks at short notice.
Due to the constant and unpredictable nature of the role, the post holder must continually adjust workload, resources and strategic focus in response to emerging incidents, ensuing that the most critical operational, judicial and regulatory demands are met without delay.

7.3 Deadlines

Is the work of the post subject to deadlines? If yes please give examples and the frequency with which they occur.

The post holder must meet recurring deadlines for a range of governance forums, including (but not exhaustive):

- Resource Management Group (RMG) – monthly
- Branch Performance – monthly
- Branch Finance – monthly
- People Board – monthly
- Attendance Management – monthly
- Performance Review Meeting (PRM) chaired by ACC

These require the timely production and presentation of performance, financial, quality and workforce data.

Statutory and Regulatory Deadlines (Frequent / Fixed)

The post holder must meet stringent requirements set by the Forensic Science Regulator's Code of Practice, ISO standards, and UKAS accreditation processes as well as other legislative requirements. These include:

- Scheduled and unscheduled audits and inspections
- Accreditation evidence submissions
- Corrective and preventative action (CAPA) deadlines
- Quality system updates and validation milestones

These deadlines are frequent, tightly controlled, and failure to meet them may trigger regulatory escalation.

HR, Workforce and Internal Process Deadlines (Frequent / Time-Bound)

The post holder must meet deadlines relating to:

- Flexible working requests
- Grievances and conduct processes
- Welfare reviews
- PDRs and performance documentation

These deadlines are legally or procedurally bound and require timely completion.

National Commitments and Standards (Scheduled Throughout the Year)

The post holder is accountable for delivering national commitments, including the delivery of the Forensic Science Regulator Code of Practice.

The post holder operates in a highly deadline-driven environment, balancing simultaneous operational, regulatory, judicial, organisational and national commitments. Many deadlines are fixed, legally binding or business-critical, requiring constant prioritisation, rapid adjustment and disciplined forward planning.

7.4 Conflicting Priorities / Resource Needs

Does the post have to RESOLVE situations where there are conflicting priorities / resource needs? If yes give examples of situations the post encounters and explain how the post resolves them. Indicate how frequently these situations occur.

The post holder is required to resolve frequent and often competing priorities, typically occurring multiple times each week, and often daily during periods of high demand.

These conflicts arise across operational, organisational, regulatory and workforce areas and require the post holder to make balanced, risk-informed decisions to maintain service delivery and evidential integrity. Conflicting priorities also arise between operational demand and mandatory regulatory/quality requirements. The post holder must frequently balance the need to meet critical deadlines under the Forensic Science Regulator's Code of Practice with competing operational pressures. This may involve temporarily delaying or deprioritising certain tasks, adjusting staff workloads, or re-sequencing accreditation activities to maintain overall compliance and operational capability. These decisions require constant situational awareness, rapid judgement and strategic prioritisation, ensuring the delivery of legally compliant, victim-focused and operationally effective services under conditions of sustained and unpredictable demand.

8. Physical Demands

The amount and continuity of physical effort required doing the job.

8.1 Type and Frequency of Physical Demand

Please indicate the type, frequency and duration of any physically demanding activity that is a requirement of the post.

Type of Physically demanding activity (e.g. standing, walking, lifting, cleaning)	Frequency and duration (e.g. 2 hours every day)
The post holder will be required to handle exhibits which may be large or heavy items.	As required/ adhoc

8.2 Use of IT Equipment

Does the post require the use of IT equipment above and beyond the use of standard issue GMP laptops and mobile telecommunications devices? If yes please indicate the nature and level of usage.

Nature of usage (e.g. spreadsheets, data entry)	Level of usage (e.g. 2 hours every day)
GMP laptop and mobile device	All day, every day

9. Working Conditions

9.1 Normal Place of Work

Indicate the post's normal place(s) of work (e.g. office, client's house, workshop etc). Where more than one place is specified please indicate the relative time spent in each.

The post holder is primarily based at Vestigo House however, there will be a requirement for occasional travel to attend meetings throughout the force area and potentially nationally.

9.2 Disagreeable Conditions

Is the post exposed to any disagreeable conditions (e.g. working outside, noise, dirt etc)?
If yes please indicate the type of condition below and the frequency and duration of exposure.

Nature of condition (e.g. noise, working outside)	Level of exposure (e.g. 2 hours every day)
The post holder will be required to handle exhibits which may be heavy, or difficult or present a health and safety risk.	As required.
The post holder will work in an environment where there is regularly a strong smell of cannabis resulting from the storage of large volumes of plant material being submitted for forensic analysis.	Frequent.
The post holder is responsible for the handling and storage of body fluids and other material which could present a risk to health and safety.	As required.

10. Work Context

10.1 Potential Risk to Personal Health or Safety

Is there any potential risk to personal safety, illness, health (either physical or psychological)? If yes please give examples stating who or what poses the potential risk and the frequency of exposure.

Nature of risk	Frequency of Exposure
Exposure to material resulting from traumatic incidents such as murders, deaths, road traffic collisions, works accidents etc. These will involve the presence of deceased persons, often with significant injury and trauma.	Frequent, as part of case review and assessment, in support of wider teams, as part of a specialist technical response or in relation to quality assurance processes.
Handling of exhibits which present a risk to health and safety including firearms, drugs, body fluids and biological material, chemicals, sharps etc.	Frequent

If the post involves contact with the public or clients can the post holder call on the immediate support of other members of staff? Please give examples.

The post holder will be responsible for oversight and management of processes involving the taking of biometrics from members of the public for the purpose of immigration and DBS checkes.

11. Knowledge and Skill

This factor measures knowledge and skills, in their broadest sense, in relation to the work or discipline required by any job covered by the Scheme, and which are necessary for the competent performance of the full duties and responsibilities of the job.

11.1 Type of Knowledge and Skill

What type of knowledge and skill is required in order to perform the duties of the post? Indicate also the depth of knowledge/skill required in each.

These may include technical, professional, operational or specialist disciplines as well as caring, interpersonal, literacy and linguistic skills, diplomacy, sensitivity, tact, dexterity, numeracy, knowledge of equipment and machinery, operational techniques, concepts, theories, procedures, and communications and management skills.

Type of Knowledge / Skill	Depth of knowledge / skill (e.g. Basic knowledge, Working knowledge, council expert)
Detailed Knowledge of Physical forensic science as applied to the investigation of crime and the Criminal Justice System.	In depth, extensive knowledge and experience.

Conversant with equal opportunities/health and safety and other relevant legislation.	In depth, extensive knowledge and experience.
The individual must have a wide-ranging knowledge of forensic science and associated legislation and the application to investigations. Detailed understanding of the Forensic Science Regulator's Code of Practice, ISO/IEC 17020 & 17025 accreditation standards, validation principles, quality systems, and their application to the delivery of the requirements as applied to Crime Scene Investigation.	In depth, extensive knowledge and experience.
Leadership, supervision and people-management skills, including HR governance, performance management, welfare, conduct, team development and the ability to lead multi-disciplinary teams across dispersed locations.	In depth, extensive knowledge and experience.
Detailed knowledge of relevant legislation relating to the taking, retention and management of biometric samples and the application of the Protection of Freedom Act (2012).	In depth, extensive knowledge and experience.
Detailed knowledge of relevant legislation as applied to the effective management of forensic evidence and the application of forensic science to criminal investigations and the Criminal Justice System.	In depth, extensive knowledge and experience.
Ability to communicate with senior leaders to provide advice and inform strategic direction in relation to forensic investigations	Good experience
Ability to work effectively under pressure, managing multiple tasks or issues simultaneously while maintaining high standards.	Good experience

11.2 Most Important Areas of Knowledge

From the above list give the two/three most important. Please give specific work examples to explain what is delivered in the job by an effective application of these two or three types of knowledge/skill

The post holder must have significant experience, knowledge and expertise in a broad range of physical forensic capabilities and the ability to apply these in response to investigative requirements, with significant experience of the development of complex analytical strategies cutting across multiple areas of specialism.

They must be a subject matter expert in multiple areas of physical forensic science with extensive knowledge, expertise and experience in order to ensure that policies, procedures, systems, methods etc are appropriate and effective and carried out to the required quality and legislative standards, and in order to support and mentor staff within the unit. There is also a requirement to have this extensive level of expertise in order to implement technical procedures as well as carry out quality inspections, case reviews etc.

In-Depth Knowledge of Forensic Science Regulation, Accreditation Standards and Quality Systems This knowledge is essential because the role carries direct responsibility for ensuring GMP meets the requirements of the Forensic Science Regulator's Code of Practice, ISO/IEC 17020 and 17025 standards, validation

expectations and quality system obligations. This knowledge is critical to ensuring GMP's forensic evidence is admissible, reliable and compliant.

The post holder must have extensive detailed knowledge of relevant legislation relating to the taking, retention and management of biometric samples and the application of the Protection of Freedom Act (2012). The post holder will oversee the processes and procedures associated with the management of biometric evidence, and will be responsible for ensuring that GMP are compliant with the requirements.

The post holder must also have extensive detailed knowledge in relation to the handling, storage and retention of physical forensic evidence and biometrics, in order to ensure compliance through the physical forensic workflow.

Leadership, People Management and High-Level Decision-Making Skills
This knowledge is essential because the post holder leads multi-disciplinary specialist teams across distributed locations, making high-risk decisions that directly impact evidence, public confidence and GMP's legal standing. The post holder must apply this knowledge:
• Managing performance, capability, conduct and welfare within high-pressure environments.
• Leading teams during major incidents, balancing operational demand with accreditation and welfare responsibilities.
• Resolving contentious issues with investigators, MIT and District SLTs to ensure proportional, lawful and evidentially sound service delivery.

11.3 Experience

Describe the type of experience required to do the job (e.g. domestic/non-work environment/voluntary work/academic work/other).

The role requires substantial, experience in the delivery of physical forensic science, operational policing environments and organisational leadership.
The post holder must demonstrate experience in the following areas:

Specialist Forensic and operational Experience
• Extensive experience applying forensic science within criminal and coronial investigations, with strong understanding of the interfaces between disciplines.
- Extensive experience of the development and delivery of physical forensic science strategies.

• Experience managing and advising on high-risk, sensitive or technically complex investigations, ensuring evidential standards and regulatory requirements are met.
- Extensive experience of close working relationships with external forensic service providers and oversight of physical forensic services analytical contracts.

Leadership and People Management Experience
• Demonstrated experience in supervising and managing multi-disciplinary forensic teams, including performance, conduct, welfare, capability and succession planning.
• Experience managing dispersed, shift-based or high-pressure teams and resolving sensitive personnel issues with professionalism and tact.
• Strong interpersonal, communication and negotiation experience, operating confidently with staff, SIOs, senior officers, partner agencies and external stakeholders.

Quality, Regulation and Accreditation Experience

• Experience working within or leading functions subject to the Forensic Science Regulator's Code of Practice, ISO/IEC standards, validation frameworks and formal accreditation processes.
• Experience identifying quality failures, conducting root-cause analysis and implementing corrective actions within a regulated environment.

Project, Change and Strategic Development Experience
• Experience evaluating procurement options, analysing ITTs and ensuring new systems deliver operational, regulatory and value-for-money benefits.
• Skilled in analysing operational and performance data to support evidence-based decision making and strategic planning.
Legal, Legislative and Technical Knowledge Application
• Experience applying equality, health & safety and risk-management responsibilities to forensic environments

CONFIDENTIAL

Post: Digital Forensi
Branch: VH Serious Cr
Ref Number: 2777s

Factor	Factor Level	Points
Supervision / Management	320	**52**
Creativity & Innovation	5	**76**
Contacts & Relationship	5	**92**
Decisions - Discretion	4	**68**
Decisions - Consequences	3	**36**
Resources	2	**20**
Work Demands	4	**32**
Physical Demands	1	**6**
Working Conditions	1	**6**
Work Context	2	**16**
Knowledge & Skills	5	**176**
Total	**580**	
Grade	**J**	

c Investigation Supervisor
ime Division (Forensic Services)

Rationale
Job Evaluation Questionnaire (JEQ) indicates full supervision of three roles (10 x FTE) per postholder, Senior Forensic Investigators, Forensic Investigators, and Digital Data Review Officer. No project management, but providing technical and senior practitioner level input into projects and improvement work. Deliver training and guidance to officers and staff (albeit this is understood not to be formal / classroom based). No dispersal. The panel debated whether supervision / management in the role should attract a Level 3 or Level 4. Given the number of layers in the hierarchy, panel felt that more strategic management / direction of the unit would rest in the role above (Assistant Manager and above).
The JD and JEQ for this role is very similar to the Technician Supervisor role, however the Investigations Supervisor role also undertakes investigations work. The panel discussed differing problem-solving elements of the role i.e. determining the appropriate forensic strategy for a case, and thought this role required additional creativity. Conversely, the panel thought there also a lot of overlap with the senior Investigator role which applies "regular creativity and innovation to ensure the unit can respond effectively to evolving technology, device types, data sources and investigative needs. This includes selecting or adapting appropriate digital forensic methods for complex or unusual examinations, identifying improvements to unit workflows, and helping to refine processes to maintain compliance with accreditation standards". The panel thought postholders would generally more focused on the oversight / management of staff and work within the unit.
Again, a comparison was undertaken against the Technicians Supervisor. The panel notes the Investigations supervisor had more higher level interactions i.e. with Officers in Case (OIC), Senior Investigating Officers (SIO), Crown Prosecution Service (CPS), Solicitors, Barristers, Bronze/Silver/Gold etc). Versus the Senior Investigator, the panel again thought there was overlap / similarities in work undertaken on the investigations side, but noted the JEQ describes this role as a 'Senior SME' and emphasising they'll be dealing with the most complex enquires (i.e. escalations). The panel recognised that the postholder will be predominantly focused on the management of work (i.e. oversight and prioritisation) plus staff performance, welfare etc., with the additional contentiousness / complexity that brings.
Approval and allocation of work, deciding on priorities based on risk / vulnerability etc. Decisions on escalations / appeals / scope. Decisions around operational issues (i.e. complex device / data challenges). Advising SIOs / OICs on strategy / potential / scope. Recommending changes to workflows, processes, software, tools, training. Decisions relating to handling sensitive or illegal material (e.g., CSA imagery, covert intelligence, anti-corruption cases). The panel thought decisions / recommendations would leading to the setting of work standards, with the most complex matters being escalated where needed. The panel thought that major responsibility for policy would rest at management level.
The panel recognised that the postholder would have some control over work undertaken (i.e. authorising or rejecting digi forensic examinations, controlling priority etc.), decisions over the handling of sensitive / illegal material, etc. which could have significant implications. The panel did not think decisions would have a major effect on the service (i.e. would not halt or change the nature of forensic examinations undertaken).
The unit handles digital devices "exhibits" that contain data relevent to investigations. Although evidence retrieved from devices is digital, exhibits must be handled properly so as not to jeopoardise the prospects of retrieval and to ensure devices are eventually returned in reasonable condition. Examples of other roles include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, the panel thought there's a prescedent that could be applied to the unit i.e. roles that handle evidence or property but don't have the ultimate responsibility for security / safekeeping). Because device handling is a key facet of work undertaken by the unit, the panel feels a Resources score is appropriate to all roles in the unit despite each roles handling devices to a different extents.
The questionnaire cites frequent (daily) interruptions from urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation, strict deadlines from time-critical / priority investigations (threat-to-life / serious crime), CPS / Court deadlines for charging decisions, SLAs, etc. The panel thought this was similar to the Senior Investigator role but with additional demands due to Supervision / Management. But despite these additional demands, the panel throught the demands would continue to be accomodated under Level 4. The panel considered the presence of several layers above the role in the hierarchy, which they thought would be more demanding.
No heightened physical demands. Generally office based, with occasional attendence at scenes, however this be to provide advice i.e. not physically recovering exhibits.
Generally office based, with occasional attendence at scenes, however this be to provide advice i.e. not physically recovering exhibits. The JEQ cites "unfavourable or unpredictable environments" but this is understood to generally refers to scenes where police presence may not be welcomed (see: Work Context).
Both the JD and JEQ highlight that the postholder will have sight of serious or potentially disturbing material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content which will have a significant psychological, operational and legal risk. Regarding scene attendence, during questioning of the Senior Investigator role the unit manager explained this is typically infrequent and often involves going to a crime scene for a major where the site is secure and safe, however on occasion staff may need to attend a sex offenders house who is under license with a sex offender manager. The scenes have a suspect present and can be more volatile / hostile. However scenes are dynamically risk assessed and if staff ever feel the environment is not safe will not conduct the work.
The person specification is very similar to the Senior Investigator role, with some additional points around supervision, but a couple of omissions such as knowledge of novel technology/file systems/etc. The panel thought the knowledge and skills belonged to one broad specialism, but additional supervision and management skills were required to manage staff, provide oversight and management multiple caseloads, interact with senior leaders (i.e. Gold/Silver/Bronze meetings), deal with escalations etc. helped to diversify the skill set.

GREATER MANCHESTER POLICE
JOB DESCRIPTION

POST TITLE:	Digital Forensic Investigation Supervisor
DEPARTMENT/DIVISION/BRANCH:	Forensic Services Branch
SECTION/UNIT:	Digital Forensics
GRADE:	J
RESPONSIBLE TO:	Digital Forensic Assistant Manager
RESPONSIBLE FOR:	Senior Digital Forensic Investigators Digital Forensic Investigators Digital Data Review Officers
AIM OF JOB:	MOP: To provide effective supervision and leadership of Digital Forensic Practitioners within a Digital Forensic Investigation Team, ensuring the coordinated, efficient and high-quality delivery of digital forensic services. MOP: To oversee team caseloads, workflow and operational priorities, ensuring that digital forensic examinations and investigative activity are conducted in line with national guidance, legal requirements and organisational standards. KS: To undertake and direct digital forensic examinations of devices and data sources, and act as a Digital Forensics Subject Matter Expert (SME) within the scope of the role, providing technical direction, advice and support in relation to the examination, analysis and interpretation of digital evidence.

MAIN DUTIES AND RESPONSIBILITIES

Digital Forensic Investigation Team Supervision

- MOP: Responsible for the operational, investigative, and performance management of staff and caseloads within a Digital Forensic Investigation Team, ensuring effective use of resources to provide a high-quality service.

- MOP: Manage digital forensic requests allocated to the team, including dynamic reviews and risk assessments, prioritisation, practitioner assignment, updates to Investigators/Officers, and maintaining oversight of progress and quality.
- MOP: Accountable for the team's performance and delivery against Service Level Agreements, Force objectives, and digital forensic standards.
- MOP: Supervise and support the welfare, capability and professional conduct of staff, determining work priorities and applying personnel procedures in accordance with Force policies. Liaise with Human Resources (HR) and the Occupational Health Unit (OHU) where appropriate.
- MOP: Provide cover for Digital Forensic Assistant Managers as required, including attendance at meetings and providing supervision to the Digital Forensic Laboratory operations during evening and weekend shifts.
- CR: To attend relevant unit governance meetings as required.

- Digital Forensics.

-

- MOP: To carry out processes in relation to the recruitment and selection of Forensic Services staff

Digital Forensic Practice and Technical Oversight

- KS: Maintain a comprehensive understanding of digital forensics techniques, principles and methodologies, including the identification, preservation, acquisition, examination, analysis and reporting of digital evidence.
- KS: To act as a Digital Forensics Subject Matter Expert (SME) within the scope of the role, providing technical direction, advice and support in relation to the examination, analysis and interpretation of digital evidence.
- CR: Liaise with GMP staff/officers, other agencies & members of the public and advise them in relation to best practice and procedures for investigating digital devices and data sources in accordance with nationally agreed protocols, law, legislations and policies.
- KS: Conduct and direct intelligence-led digital forensic examinations using validated software, hardware and processes.
- DEC: Support the Digital Forensic Submission process by assessing requests, advising on investigative approaches, and generating digital strategies.
- WCXT: Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence.

- CR: Ensure effective communication with relevant parties (e.g. Officer in the Case (OIC), Senior Investigating Officer (SIO), Crown Prosecution Service (CPS), counsel) throughout the investigation and ensure timely escalation of risk.

- KS: Provide expert interpretation of digital evidence through detailed statements, Streamlined Forensic Reports and case-specific reports, ensuring full CPIA-compliant disclosure.

- CR: Attend court to present evidence as a digital forensic SME when required.

- WCXT: Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance.

Training, Development and Communication

- MOP: Supervise and support the development, competency and continuous improvement of Digital Forensic Practitioners.

- CI: Deliver training and guidance to officers and staff to enhance understanding of digital forensic capability, evidence types and procedures.

- MOP: Promote positive change, ensuring that staff are informed, supported and engaged in improvements to digital forensic services.

Forensic Quality and Regulation

- DEC: Ensure all Forensic Science Activities (FSAs) are conducted in accordance with the Forensic Science Regulator Actand comply with the FSR Code of Practice, relevant accreditation standards (e.g., ISO/IEC 17025 or ISO/IEC 17020) and local policies and procedures.
- DEC: Maintain accurate, contemporaneous, and auditable records to demonstrate evidential integrity, technical compliance, and adherence to validated procedures and accreditation scopes.
- DEC: Undertake and participate in internal and external quality assurance processes – including audits, proficiency testing, method validation, and competency assessment – to support continuous improvement and regulatory compliance.

- DEC: Report non-conformities, quality risks, or deviations from approved procedures promptly and contribute to corrective and preventative actions to maintain accreditation and regulatory standards.

- KS: Keep up to date with the latest updates and modifications to the FSR Act 2021, FSR Code of Practice, accreditation standards and local procedures, ensuring that all activities remain compliant.
- MOP: Provide effective oversight, guidance, and monitoring to ensure all team members consistently comply with requirements taking action where necessary to address gaps in competence, performance, or adherence to process. Ensure that any identified quality actions are investigated and resolved.

- Provide peer-review of digital and visual forensic submissions authorised by staff, ensuring accuracy, clarity, and adherence to disclosure obligations (Criminal Procedures and Investigations Act CPIA).

- CI: Support research and development of new techniques and methodologies in response to emerging technologies and operational needs, ensuring they meet accreditation standards and integrity for court.

- KS: Commit to continuous professional development and participate in relevant competency and proficiency testing.

- DEC: Ensure the delivery of a consistently high-quality, victim-focused service, reinforcing professional standards of compassion, respect, and responsiveness

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.

- To promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.

- 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.

- Ensure staff adhere to relevant Force procedures in relation to Information management by ensuring appropriate processes are in place to monitor compliance in relating to the collection, recording, evaluation and sharing of information and providing the appropriate feedback to maintain and improve information quality in compliance with the Code of Practice on Management of Police Information 2005.

- 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.

Digital Forensic Investigation Supervisor
April 2026

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 Investigation Supervisor** 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
Digital Forensic Investigation Supervisor
FORENSIC SERVICES

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
Qualifications/Education		
Level 6 qualification in a technical, digital forensic or computer related subject. Or Substantial equivalent experience.	E	AF/C
Completed training which covers the triage, acquisition, processing and analysis stage of the digital forensic process.	E	AF/C
Completed training in the use of commercial digital forensic software.	E	AF/C
Willing to attend and complete training in digital forensic tools and methods as required.	E	AF/I
Level 7 qualification in a digital forensic, cyber security or computer related subject.	D	AF/C
Experience		
Substantial experience as a practitioner in the digital forensic field covering the acquisition, processing, analysis, interpretation, and reporting of digital evidence for serious, complex, and major investigations.	E	AF/I
Experience of conducting complex investigations across a wide range of digital devices and data sources.	E	AF/I
Significant experience in the interpretation of digital evidence through detailed statements, Streamlined Forensic Reports and case-specific reports. Acting as an expert witness for the Courts.	E	AF/I
Acted as the Senior Digital Forensic Practitioner on large and/or complex investigations and direct the work of other staff members.	E	AF/I
Experience and understanding in risk assessing cases to inform allocation, prioritisation, manage risk and define strategy/workflows of cases.	E	AF/I
Experienced in assessing submissions to determine risk, investigative aims, priority, and	E	AF/I

then selecting the most appropriate technical processes or workflow. Experience of working in a law enforcement capacity with a variety of crime types. CR: Experience in attending case meetings and working with Senior Investigating Officers to direct digital investigation strategies. CR: Experience of dealing with the UK Legal System including Courts & CPS. CR: Experience of presenting evidence at court. MOP: Supervised staff in a digital forensic/investigation environment. Trained and mentored staff in the field of digital forensics. WD: Ability to proactively manage multiple caseloads, assessing risk, prioritising, and dynamically adapting to change. Experience in monitoring performance and governance within a technical environment. CI: Experience of problem solving and change management to improve business processes and service delivery.	E E E E E E E E E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
<u>Knowledge</u> Knowledge and understanding of the provision of digital forensic science and policing enquires to criminal investigations. Thorough knowledge and in-depth understanding of the main functions and types of digital devices and data sources. Have a practical understanding of the importance of evidential integrity of exhibits; seizure, storage and continuity. In-depth knowledge and understanding of how digital forensic software decodes and parses data. Knowledge and understanding of common data structures, file systems, and operating systems. Knowledge and understanding of primary forensic artefacts and how they prove or negate a criminal offence.	E E E E E E	I/T I/T I/T I/T I/T I/T

Practical knowledge of the digital forensic and digital policing techniques/tactics available in investigations.	E	I/T
Knowledge and understanding of associated best practice and principles for Digital Forensics	E	I/T
A solid understanding of legislation relating to digital investigations.	E	I/T
Knowledge of the application of the National Decision-Making Model and Code of Ethics.	E	I/T
Knowledge and understanding of the Forensic Science Regulator's Codes of Practice and other relevant standards.	E	I/T
Knowledge of the principles regarding digital forensic method validation.	E	I/T
Knowledge of managing performance and governance.	E	I/T
Knowledge and understanding of Human Resources, People, and welfare policies.		
Skills/Abilities		
Able to manage complex, lengthy and sometimes repetitive enquiries, analysing data to produce clear, concise and accurate reports.	E	AF/I
CR: Ability to communicate with Senior Investigators to provide advice and inform strategic direction relating to digital investigations.	E	AF/I
Ability to convey technical information in a manner understandable to the audience.	E	AF/I
MOP: Ability to lead a team to deliver an efficient and effective service to the organisation.	E	AF/I
WD: Ability to work well under pressure, maintaining awareness of a number of your team's investigations and prioritising workload accordingly.	E	AF/I
CR: Ability to convey difficult messages, hold challenging conversations, and use a wide range of communication techniques.	E	AF/I
Capable of maintaining strict confidentiality.	E	AF/I
CI: Ability to assess, decide/resolve issues logically and objectively.	E	AF/I
WD: Has the ability to manage a variety of different workloads, possessing the aptitude to modify plans and priorities.		

Ability to deliver objectives and make considered decisions under pressure and within tight timescale to meet the needs of critical and dynamic cases and situations.	E	AF/I
Ability to develop and utilise new technologies to further improve the effective and efficient provision of digital forensics.	E	AF/I
WCXT: Ability to deal with serious or potentially disturbing material.	E	AF/I

Other		
Has achieved a good attendance record.	E	AF(E)
Willing to work shifts and provide weekend cover.	E	AF/I
Prepared to participate in an on-call function.	E	AF
Full UK driving licence.	E	I
Willing to undertake a Basic driver authority driving test and drive a fleet vehicle.	E	I
Willing to undertake Basic Personal Safety, Radio, and First Aid Training for on scene attendance.	E	I
As a condition of being appointed to this post an individual will be required to provide a sample of their Biometric material. These samples may be searched against National Databases to assist in the elimination of identified samples recovered from crime scenes.	E	I
Willing to have appropriate vaccinations and keep them up to date.	E	I
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting	E	AF(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.

GLPC JOB EVALUATION SCHEME

JOB EVALUATION QUESTIONNAIRE (JEQ)

VERSION 0.3 (adapted Dec 2024 for use by GMP)

Name (Individual completing the form):	[redacted]
Post Title:	Digital Forensic Investigation Supervisor
Pre-evaluation Grade (if existing post):	J
District/Branch:	Forensic Services Branch
Section/Unit:	Digital Forensics
Post No (if existing post):	CVH0014356
Responsible To:	Digital Forensic Assistant Manager

CONTENTS AGREED BY:

Name of individual completing the form:	**Name of Manager:** [redacted]
Signature:	**Signature:**
Date:	**Date:**

INSTRUCTIONS

The purpose of this questionnaire is to record key information and job content to help in the evaluation of the post. The information should relate to the post and not to the individual who might occupy it at present.

An up to date job description and an organisational structure chart should also be attached.

MAIN PURPOSE / REASON FOR THE JOB:

Please describe in detail the overall purpose of the job.

Digital Forensic Overview

Digital forensics is a specialist field focused on the recovery, examination and interpretation of data from digital devices such as mobile phones, computers, cloud platforms and online services. Unlike traditional forensic disciplines, digital forensics deal with vast and constantly changing technologies, rapidly evolving operating systems, encryption, data security features and large-scale datasets. The work carries significant operational, legal and investigative risk, as incorrect handling or interpretation of digital evidence can directly affect criminal justice outcomes. The role therefore requires a broad and continually updated knowledge base, high levels of technical expertise, and the ability to manage complex workflows and risks that are unique to digital investigations. This makes digital forensics inherently more complex and technologically demanding than many other forensic specialisms, requiring specialist oversight to ensure accuracy, integrity and compliance.

Digital forensic work follows a structured sequence of methods: *triage*, where devices or data sources are rapidly assessed to determine relevance and urgency; *acquisition*, where an exact, forensic copy of the data is securely captured; *processing*, where specialised tools prepare and extract information from large volumes of complex digital data; *analysis*, where practitioners interpret the results to identify evidence, intelligence or safeguarding concerns; and *reporting*, where findings are documented clearly and accurately for investigators, courts and other decision-makers.

Digital forensics also carries responsibility for the examination and analysis of highly sensitive and illegal material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content. This work must be conducted with exceptional accuracy and strict adherence to legal, ethical and safeguarding requirements, as digital forensic practitioners are often required to identify victims, assess risk and provide evidence that directly impacts child protection and criminal justice outcomes. The handling of such material presents significant psychological, operational and legal risk, further increasing the complexity and specialist nature of digital forensic operations compared with many other forensic disciplines.

Role Overview

The Digital Forensic Investigation Supervisor is the first-line leader responsible for supervising a Digital Forensic Investigation Team, ensuring the delivery of a high-quality, efficient and legally compliant digital forensic service. The role manages team caseloads, oversees workflow, allocates and monitors work (including unassigned cases), and on occasions review or assess new submissions entering the Unit. The Supervisor provides day-to-day leadership on performance, quality, staff development, HR matters and welfare. As a senior digital forensic practitioner, the role also undertakes and directs complex examinations and provides subject-matter expertise to investigators and senior officers. The post ensures compliance with accreditation, quality and regulatory requirements, and provides out-of-hours supervisory cover across all Digital Forensics functions during evening and weekend shifts

MAIN RESPONSIBILITIES, DUTIES & TASKS: Please list main job areas showing average proportion of the time spent on each.	
Please list the duties required for this role: ** See job description **	Please identify how often each occur – Daily, weekly, monthly, quarterly, or annually

1 Supervision / Management of People

This section records any direct responsibility the post has for the supervision or management of GMP employees or others.

1.1 GMP Employees – Full time responsibility

Indicate the number of employees directly supervised by the post. Indicate the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline, wellbeing, absence management). Indicate also where the supervision is shared with others and what tasks are shared. Direct supervision includes all employees managed by others for whom the post holder has line management responsibilities.

Title and nature of the work carried out	Number*	Nature of Authority

Senior Digital Forensic Investigator ** see relevant job description **	2	Direct supervision; allocate work, direct operations, performance management, welfare, capability, conduct, attendance, competency oversight
Digital Forensic Investigator ** see relevant job description **	7	Direct supervision; allocate work, direct operations, performance management, welfare, capability, conduct, attendance, competency oversight
Digital Data Review Officer ** see relevant job description **	1	Direct supervision; allocate work, direct operations, performance management, welfare, capability, conduct, attendance, competency oversight

Insert additional rows as required

1.2 *Numbers

If the numbers supervised vary throughout the year (e.g, if the post has temporary supervisory responsibility), please provide details of maximum and minimum numbers and timescales.

N/A

1.3 Deputising

Does the post have any formal deputising responsibility for managing employees? If so please indicate the nature of the responsibility and how often it occurs. Indicate the number and type of staff affected.

When required, the Digital Forensic Investigation Supervisor deputises for the Digital Forensic Assistant Manager by providing operational supervision across the wider Digital Forensics Unit, such as attending meetings on their behalf, and supporting laboratory operations during evening and weekend shifts. During out-of-hours periods, the Supervisor will take responsibility for coordinating activity across all Digital Forensics functions, ensuring continuity of service, managing urgent enquiries, and escalating issues appropriately.

** see relevant job description **

1.4 Project Teams

Does the post lead/manage or supervise any project teams? If so, indicate the type of project team, its composition, how long the post holder has this authority and the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline).

The Digital Forensic Investigation Supervisor does not normally lead or manage project teams. However, they may assist the Digital Forensic Leadership Team by providing technical and senior practitioner-level input into projects and improvement work. This can include contributing to the evaluation of new digital forensic tools, methods or small-scale process changes to determine operational suitability and compliance with accreditation

standards. Where such evaluations relate to potential solutions for wider use across the unit, the Supervisor's role is limited to providing insight, feedback and technical oversight during the assessment phase. Any wider implementation or rollout is directed and authorised by the Digital Forensic Leadership Team.

1.5 Contract staff / Agency Workers

Specify any responsibility that the post has for contract or agency workers. Indicate the number involved and the nature of the responsibility.

The role does not have responsibility for contract or agency workers. However, the Digital Forensic Investigation Supervisor may assist the Digital Forensic Leadership Team with outsourced digital forensic work when required. This support may include liaising with external forensic suppliers, providing technical information, preparing or reviewing material for submission, and ensuring that outsourced work meets required digital forensic, quality and accreditation standards. The Supervisor's involvement is limited to operational and technical support and does not include responsibility for financial approvals or cost management.

1.6 Location of Employees

Are the employees supervised / managed by the postholder based at the same place of work, or on different site(s) or are they mobile? How often would the manager be at the same location as the employees? (For hybrid working arrangements, it would be the contracted place of work that needs to be taken into account.)

All employees supervised by the Digital Forensic Investigation Supervisor are based at the same central Digital Forensics location. This allows for regular day-to-day contact, direct oversight of work, and immediate access to staff for operational discussions, welfare support and performance management. No staff supervised by this role are located on other sites or operate remotely.

2. Creativity and Innovation

The extent to which the work requires innovation and imaginative responses to issues and in the resolution of problems.

2.1 Examples of Creativity / Innovation

Give examples of areas where the post requires creativity and innovation in for example design, specifications and tendering, counselling and caring, application of IT, policy development, interpersonal skills, written or spoken word.

The role requires regular creativity and innovation to ensure the unit can respond effectively to evolving technology, device types, data sources and investigative needs. This includes selecting or adapting appropriate digital forensic methods for complex or unusual examinations, identifying improvements to unit workflows, and helping to refine processes to maintain compliance with accreditation standards and good forensic practice. The Supervisor supports the Digital Forensic Leadership Team by providing senior practitioner-level insight during the evaluation of new tools, methods or small-scale process changes, ensuring that any proposed solutions are operationally viable and scientifically sound. Creativity is also required to communicate complex technical findings in a clear and accessible way to investigators, SIOs and other stakeholders, and to help staff overcome practical and technical challenges during examinations.

2.2 Examples of Problem Solving

Give examples of typical problems / situations a post holder will need to resolve during the course of their work. Indicate how frequently each type of problem / situation is likely to occur.

The role requires frequent problem solving across operational, technical and supervisory areas. Examples include determining the appropriate forensic strategy for a case, resolving issues relating to data corruption, encryption or emerging device types, and addressing unexpected technical limitations during examinations. The Supervisor must also manage conflicting demands, re-prioritise work in response to urgent or high-risk requests, and support practitioners in resolving issues that arise during complex investigations. They frequently deal with escalations from investigators, SIOs or the CPS were clarity, explanation or additional forensic work may be required. These problems arise daily and often require swift, informed decision-making under pressure.

2.3 Guidelines, procedures and systems

To what extent is the work undertaken by the post determined or assisted by guidelines, procedures and systems? Indicate how:

The work is guided by a wide range of established procedures, including ISO 17020/17025 accreditation requirements, the Forensic Science Regulator's Codes of Practice, GMP policies, and national legislation (such as PACE, PCSC, and CPIA). While these frameworks set mandatory standards, they do not always prescribe exact solutions. The Supervisor must therefore interpret guidelines and apply professional judgement to determine appropriate forensic approaches, particularly in complex, unique or time-critical situations. They also ensure that practitioners follow validated processes, maintain evidential integrity and contribute to the Quality Management System through scheduled checks, peer review and continuous improvement activity.

3. Contacts and Relationships

The degree of personal contact and the nature of relationships with others required to carry out the job.

3.1 Nature of Contacts and Relationships

Describe contacts and relationships within the section or department, with other departments, the public, external groups and organisations, their purpose and frequency.

Who (e.g. work colleague, other department, client, suppliers etc)	Purpose of Contact (e.g. exchanging information, providing advice, providing care, formal training, negotiations etc)	Frequency (e.g. daily, weekly, etc)
Digital Forensic Practitioners & Digital Data Review Officers	Oversight through supervisors, reviewing progress, addressing escalations, ensuring quality/compliance, welfare.	Daily
Digital Forensic Leadership Team	Attending daily and weekly governance meetings; reporting on team performance, risk and demand; contributing to service delivery decisions, policy discussions and operational planning	Daily to Weekly
Senior Investigating Officers & OICs	Case strategy discussions, prioritisation, technical advice, managing expectations around digital evidence. Including attending gold, silver and bronze meetings as a Senior SME.	Daily / As required
CPS, Solicitors, Barristers and Courts	Clarifying evidential requirements, disclosure queries, supporting case preparation. Providing expert evidence, submitting statements/reports, clarifying digital findings	As required / Case-dependent

HR & Occupational Health	Managing welfare, capability, attendance and performance issues within the team	As required
External Forensic Providers	Managing outsourced casework, authorising work, and reviewing quality.	As required
Software Vendors / Technical Suppliers	Discussing upgrades, troubleshooting, evaluating new tools	As required

3.2 Complex / Contentious Issues

Does the post have to communicate with contacts on matters of a complex and/or contentious nature? Please give examples and indicate how often these occur.

The role frequently requires communication on complex or sensitive matters, including explaining prioritisation decisions to investigators, addressing disagreements about the forensic scope or urgency of examinations, and supporting escalations relating to high-risk, sensitive or legally significant casework. The Supervisor regularly communicates complex technical findings to SIOs, CPS or Counsel, often involving digital artefacts that may be difficult to interpret. The post holder also handles challenging conversations relating to staff performance, welfare concerns and quality issues, requiring diplomacy, clarity and sound judgement. These situations occur daily or weekly, depending on caseload.

3.3 Representing GMP

Does the post represent or negotiate on behalf of GMP? Please identify the circumstances and how often this occurs.

The role represents GMP in communications with the CPS and other criminal justice partners when discussing evidential matters or responding to technical queries. Additionally, the Supervisor contributes to maintaining accreditation by engaging with internal quality processes and supporting audit or compliance activity as required. Representation occurs regularly and is dependent on investigative demand.

4. Decisions – Discretion

This factor looks at the decisions or recommendations that the post takes to achieve its outcome.

4.1 Decisions

Give examples of the most important decisions that your post requires. Record only those decisions, which the post has authority to take.

Nature of Decision	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Deciding the prioritisation of digital forensic submissions based on risk, vulnerability, investigative urgency and available resources.	Digital Forensic staff, SIOs/OICs, district investigators, victims and the public	Risk matrix, SLAs, legal requirements, operational demand.

Allocating work to Digital Forensic Practitioners to ensure appropriate staffing and workload balance.	Direct reports, wider Digital Forensic workforce	Workforce capacity, accreditation standards, internal procedures.
Authorising, rejecting or amending digital forensic requests based on relevance, proportionality, legality and technical feasibility.	Investigators, SIOs, CPS	PACE, PCSC, CPIA, FSR Codes of Practice, ISO 17020/17025, GMP SOPs.
Making decisions on escalations or appeals relating to turnaround times, prioritisation or scope of examinations.	SIOs, CPS, Courts, district teams	Operational risk, legislative requirements, service levels.
Managing operational issues such as technical failures, backlogs, or unexpected complex device/data challenges.	Digital Forensic staff, investigators, victims and the public	Internal governance processes, digital forensic methodologies.
Authorising outsourced casework to third-party forensic providers, including determining suitability.	External providers, Finance, Investigators	Procurement rules, quality standards, budget limits.

4.2 Recommendations

Give example of the most important recommendations that the post is required to make.

Nature of Recommendation and who it is given to (e.g. recommend change in procedure to manager)	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Recommending changes to digital forensic workflows, processes, and workload management to the Digital Forensics Assistant Managers.	Digital Forensic staff, investigators, organisational performance	ISO standards, FSR Codes, GMP policies.
Advising SIOs and OICs on digital forensic strategy, evidential potential, scope of examinations and proportionality.	Investigators, victims, CPS, Courts	Legislation (PACE, PCSC, CPIA), national guidance, best practice.
Recommending improvements or updates to software, tools and technical systems (e.g., case management, automation, review platforms).	DFIU, ITDD, Change Branch	Technical capability, accreditation requirements, project governance.
Suggesting training, development or competency needs for team members.	Digital Forensic staff and the unit capabilities	Competency frameworks, ISO competence requirements.

4.3 Availability of Advice / Guidance

Describe how advice on what may be the limit to decision making is available from the post's manager, or other sources (e.g. rules, guidelines). Is this advice available all the time?

Advice and guidance are available from the Digital Forensic Assistant Managers for complex, strategic or high-impact decisions. Day-to-day supervisory decisions, such as case allocation, prioritisation, performance management, technical direction and quality checks, are made independently within established procedures, accreditation standards and legal frameworks (including PACE, PCSC, CPIA and ISO 17020/17025). Guidance from HR, Occupational Health, Legal Services and Quality/Accreditation colleagues is available when decisions relate to welfare, conduct, HR processes, disclosure or compliance issues. During out-of-hours periods, the Supervisor provides operational oversight across Digital Forensics; however, a member of the Forensic Senior Leadership Team is always on-call and available for escalation and advice when required.

5. Decisions – Consequences

The impact of the decisions / recommendations taken.

The decisions and recommendations made by the Digital Forensic Investigation Supervisor have significant operational, investigative and legal impact, and the full scope of these responsibilities is detailed in the Job Description.

5.1 Impact of Decisions / Recommendations

Identify the major consequences of any decisions or recommendations the post makes for clients, the public, other staff or the service.

Type of Decision / Recommendation	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Scale of Impact (e.g. limited - short term, major – long term effect)
Prioritising digital forensic submissions, especially high-risk cases involving vulnerability, serious crime or threat-to-life.	Investigators, SIOs, victims, CPS, Courts, Digital Forensic staff	Major – immediate and long-term (impacts safeguarding, investigative progression and justice outcomes).
Authorising or rejecting digital forensic examinations based on proportionality, legality and evidential value.	Investigators, CPS, Courts	Major – affects evidence availability, charging decisions and court readiness.
Allocating resources with a team, ensuring timely delivery and quality compliance.	Digital Forensic staff, investigators, Forensic Services	Moderate to Major – impacts unit performance, caseload backlogs and operational policing support.
Decisions relating to handling sensitive or illegal material (e.g., CSA imagery, covert intelligence, anti-corruption cases).	Victims, investigators, safeguarding teams	Major – affects victim identification, risk management, and legal compliance.
Recommendations on digital forensic strategy, methods, workflows and technical systems.	Digital Forensic staff, detectives, Forensic Services, wider Force	Long-term Major – influences Force capability, compliance and service quality.

Decisions on outsourcing casework to third-party providers.	External suppliers, investigators, victims	Moderate to Major – affects turnaround times, costs and evidential reliability.

5.2 Implications of a decision by the post holder

If the post holder made a legitimate, but incorrect, decision, what would be the likely impact? Give potential examples below but exclude events that are highly unlikely to occur. For each example indicate how quickly the error would be identified and rectified.

A legitimate but incorrect decision by the Digital Forensic Assistant Manager could have significant operational and legal consequences. For example, an incorrect prioritisation decision may delay critical evidence, impacting safeguarding, suspect identification or investigative momentum. A misjudgement regarding the legality or proportionality of an examination could lead to evidence being ruled inadmissible, affecting CPS decision-making or court outcomes. An incorrect escalation decision may expose the organisation to operational risk or complaints from senior officers or the CPS. Errors involving the handling of sensitive or illegal material (e.g., CSA imagery) could result in non-compliance with legislation or the Forensic Science Regulator's Code of Practice.
Most such issues would likely be identified through supervisory oversight, case reviews, governance meetings or quality assurance processes, but the consequences before detection could still be significant, affecting victims, criminal justice outcomes and GMP's compliance with statutory and accreditation requirements.

6. Resources

Personal and identifiable accountability for physical and financial resources including those of clients.

6.1 Cash / Financial Resources

Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes specify the average amount controlled at any one time and the nature of the accountability.

Average amount controlled at any one time	Nature of accountability Indicate whether this is continuous or shared with others. How often are these resources handled : daily, weekly, monthly etc?
Not applicable	

6.2 Plant / Equipment

Is the post personally accountable for the proper use / safekeeping of plant / equipment?
If yes please indicate the type(s) of plant/equipment and the nature of the accountability.

Type of plant / equipment	Nature of accountability Indicate whether this is continuous or shared with others
Responsible for the correct use, safekeeping and operational oversight of specialist digital forensic equipment and	Both continuous and shared. Ownership resides with the Digital Forensic Manager.

software platforms (e.g., acquisition tools, analysis suites, secure data storage systems) used by the team.	

6.3 Stocks / Materials

Is the post personally accountable for materials / items of stock (including evidential material)? If yes please indicate the type and approximate value and the nature of accountability.

Type and approximate average value of materials / stock (held at any one time)	Nature of accountability Indicate whether this is continuous or shared with others
Oversight of evidential digital material managed within the team, ensuring compliance with ISO standards, FSR Codes of Practice, and GMP procedures.	Both continuous and shared. Ownership resides with the Digital Forensic Manager.

6.4 Buildings

Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability

Type of Building	Nature of accountability Indicate whether this is continuous or shared with others
During out-of-hours periods the Digital Forensic Investigation Supervisor may act as the initial point of contact for building-related issues at Vestigo House, including site access, health & safety concerns, power failures and impacts on communication rooms, ensuring appropriate escalation and business continuity actions are taken. There will be on-call SLT to take ownership.	Both continuous and shared.

7. Work Demands

The impact of deadlines, interruptions, changes in priorities and resource conflicts on the post.

7.1 Work Plan

How is the post's work planned?

The work is primarily driven by operational demand within the Digital Forensic Investigation Team. Daily planning is shaped by team caseloads, risk assessments, new digital forensic submissions, investigative priorities and deadlines set by investigators, SIOs or the criminal justice process. The post holder also works within established governance arrangements, including unit meetings and performance reviews, to ensure work aligns with quality, accreditation and organisational requirements.

7.2 Interruptions / Changes to the work plan

How often is the planned work of the post subject to interruptions and/or changes? Give examples, identifying the cause of the interruption, the nature of it (e.g. is it a single or diverse range) and the frequency with which it occurs.

The work plan is subject to frequent and sometimes sudden interruption. These include:

- Urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation.
- Escalations from Investigators, Senior Investigating Officers or Digital Forensic Assistant Managers regarding time-critical cases.
- CPS/Court requests requiring rapid clarification or additional digital evidence work.
- Technical failures (e.g., equipment issues, system problems) requiring immediate resolution.
- Changes in investigative direction following new intelligence or arrests.
- Staff performance, welfare or HR issues requiring immediate attention

Interruptions occur daily, often requiring rapid re-allocation of resources and immediate decision-making under pressure

7.3 Deadlines

Is the work of the post subject to deadlines? If yes please give examples and the frequency with which they occur.

The role is routinely subject to strict deadlines, including:

- Time-critical examinations for priority investigations (e.g., threat-to-life, vulnerability, serious crime).
- CPS and Court deadlines for charging decisions, evidence reviews or trial dates.
- Service Level Agreements for turnaround times and reporting.
- Internal governance reporting deadlines and accreditation requirements.

Deadlines are daily, weekly and case-dependent, and often require balancing multiple competing demands simultaneously.

7.4 Conflicting Priorities / Resource Needs

Does the post have to RESOLVE situations where there are conflicting priorities / resource needs? If yes give examples of situations the post encounters and explain how the post resolves them. Indicate how frequently these situations occur.

The post frequently resolves conflicting priorities, such as:

- Balancing high-risk cases with large-volume lower-tier demand.
- Managing workload across the team.
- Making decisions where operational pressure from officers' conflicts with established prioritisation processes.
- Ensuring resources meet accreditation requirements while still responding flexibly to operational needs.

These conflicts occur daily and require judicious, objective decision-making to ensure fairness, compliance and effective service delivery.

8. Physical Demands

The amount and continuity of physical effort required doing the job.

8.1 Type and Frequency of Physical Demand

Please indicate the type, frequency and duration of any physically demanding activity that is a requirement of the post.

Type of Physically demanding activity (e.g. standing, walking, lifting, cleaning)	Frequency and duration (e.g. 2 hours every day)
Prolonged periods of desk-based work, including analysing data, reviewing documentation, reports and case management systems.	Daily
Regular movement around the Digital Forensics workspace, including laboratory areas and secure evidence rooms to engage with technicians and practitioners.	Daily
Occasional attendance at scenes or operational locations as a senior SME to provide advice regarding digital evidence recovery.	Occasional, as required by operational need.
Occasional carrying or handling of digital devices or related exhibits (e.g., laptops, mobile devices, storage media) when supporting operational reviews or laboratory functions, though not as a primary duty.	Occasional

8.2 Use of IT Equipment

Does the post require the use of IT equipment above and beyond the use of standard issue GMP laptops and mobile telecommunications devices? If yes please indicate the nature and level of usage.

Nature of usage (e.g. spreadsheets, data entry)	Level of usage (e.g. 2 hours every day)
Use of specialist digital forensic equipment/tools/processes, case management platforms, workflow tools and reporting systems.	Daily
Regular use of analytical dashboards, spreadsheets, performance data and audit/compliance systems to monitor caseload, risk and quality.	Weekly
Use of video conferencing, secure communication platforms and digital collaboration tools for operational meetings and coordination with Investigators, SIOs, districts, CPS and external partners.	Daily

9. Working Conditions

9.1 Normal Place of Work

Indicate the post's normal place(s) of work (e.g. office, client's house, workshop etc). Where more than one place is specified please indicate the relative time spent in each.

The role is primarily based at the central Digital Forensics Unit (Vestigo House), which includes office areas, technical workspaces and digital forensic laboratory environments. The majority of work is undertaken on site, with occasional travel to other GMP sites for meetings or attend crime scenes as Senior SME.

9.2 Disagreeable Conditions

Is the post exposed to any disagreeable conditions (e.g. working outside, noise, dirt etc)?
If yes please indicate the type of condition below and the frequency and duration of exposure.

Nature of condition (e.g. noise, working outside)	Level of exposure (e.g. 2 hours every day)
Exposure to sensitive, distressing and illegal digital material, including child sexual abuse imagery, extreme content and other prohibited material, when supporting operational reviews or during case escalations.	Regular inherent part of the digital forensic environment.
Technical laboratory conditions, including working around specialist equipment, evidence handling areas and secure digital storage spaces.	Regular inherent part of the digital forensic environment.
Occasional work at operational scenes, which may involve unfavourable or unpredictable environments.	Occasional, as required operationally.

10. Work Context

10.1 Potential Risk to Personal Health or Safety

Is there any potential risk to personal safety, illness, health (either physical or psychological)? If yes please give examples stating who or what poses the potential risk and the frequency of exposure.

Nature of risk	Frequency of Exposure
Psychological risk arising from exposure to highly distressing and illegal digital material, including child sexual abuse imagery, extreme content and prohibited images, as part of operational reviews, escalations and supporting investigators.	Regular inherent part of the digital forensic environment.
Stress and cognitive pressure caused by managing high-risk cases, urgent operational escalations, competing demands, CPS/Court deadlines, and situations where incorrect decisions may have significant investigative or legal consequences.	Regular inherent part of the digital forensic environment.
Occasional physical risk when attending operational scenes or unfamiliar environments to provide specialist advice on digital evidence recovery.	Occasional.
Responsibility for staff welfare, particularly those regularly exposed to disturbing material, requiring the post holder to manage wellbeing concerns and liaise with Occupational Health.	Regular inherent part of the digital forensic environment.
Responsibility for initial building-related safety issues out-of-hours, including site access, power failures, and communication room impacts, when acting as the point of contact in SLT absence.	Occasional.

If the post involves contact with the public or clients can the post holder call on the immediate support of other members of staff? Please give examples.

Although the role does not routinely involve frontline public contact, it regularly involves direct engagement with investigators, SIOs, CPS and occasionally Courts, often on sensitive, legal or contentious matters. Support is available from peers, Digital Forensic SLT, and other Force departments.

11. Knowledge and Skill

This factor measures knowledge and skills, in their broadest sense, in relation to the work or discipline required by any job covered by the Scheme, and which are necessary for the competent performance of the full duties and responsibilities of the job.

11.1 Type of Knowledge and Skill

What type of knowledge and skill is required in order to perform the duties of the post? Indicate also the depth of knowledge/skill required in each.

These may include technical, professional, operational or specialist disciplines as well as caring, interpersonal, literacy and linguistic skills, diplomacy, sensitivity, tact, dexterity, numeracy, knowledge of equipment and machinery, operational techniques, concepts, theories, procedures, and communications and management skills.

Type of Knowledge / Skill	Depth of knowledge / skill (e.g. Basic knowledge, Working knowledge, council expert)
Digital forensic science principles, methods and processes (triage, acquisition, processing, analysis, reporting).	Detailed / expert understanding required to oversee complex investigative and laboratory workflows.
Digital devices, operating systems, file systems, data structures and common forensic artefacts.	Detailed technical knowledge to interpret evidence, assess submissions and advise investigators.
Integration of advanced technical/scientific digital forensic expertise with detailed understanding of legislation governing digital evidence (PACE, PCSC, CPIA, Computer Misuse Act, RIPA, Investigatory Powers Act, CSA legislation)	Essential for ensuring all digital forensic activity is lawful, proportionate, evidentially robust and compliant with ISO 17020/17025 and the Forensic Science Regulator's Code of Practice.
Quality and accreditation standards (ISO 17020/17025, Forensic Science Regulator's Code of Practice).	Detailed knowledge to maintain compliance, support audits and ensure quality assurance.
Leadership, including performance management, welfare, supervision and team development.	Working to level required to manage an Investigation team.
Analytical, problem-solving and decision-making skills in high-pressure and time-critical environments.	High level – required daily in complex and sensitive investigations.
Communication skills (explaining technical issues clearly, influencing senior officers, preparing reports, presenting evidence).	High level – required for briefings, CPS liaison and Court presentation.
Understanding of digital forensic software, case management systems, automation tools and specialist IT platforms.	Detailed operational knowledge required to oversee implementation and ensure effective use.

11.2 Most Important Areas of Knowledge

From the above list give the two/three most important. Please give specific work examples to explain what is delivered in the job by an effective application of these two or three types of knowledge/skill

The most important areas of knowledge for this role centre on the advanced technical and scientific understanding required within digital forensics, combined with a strong working knowledge of the legislation and regulatory frameworks that govern the handling of digital evidence. The post holder must possess expert knowledge of digital forensic methods, device types, operating systems, data structures and validated scientific processes in order to oversee complex examinations and guide practitioners effectively.

Alongside this technical expertise, the role requires a thorough understanding of how key legislation, including PACE, PCSC, CPIA, the Computer Misuse Act, RIPA, the Investigatory Powers Act and laws relating to child sexual abuse material, applies specifically to digital forensic work. This legal understanding is essential not in the sense of being a legal specialist, but to ensure that all activity within the unit remains lawful, proportionate, compliant

with ISO 17020/17025 and the Forensic Science Regulator's Code of Practice, and suitable for use in the criminal justice system.

This combination of high-level scientific knowledge and well-developed understanding of the legal frameworks that govern digital evidence is fundamental to ensuring the integrity, reliability and admissibility of digital forensic outputs.

The role requires a good level of leadership and people-management. This includes managing a team, understanding performance management frameworks, supporting staff welfare (including those exposed to distressing material), and ensuring individuals and the team operate in accordance with quality, accreditation and organisational standards. Effective supervision knowledge is essential to maintaining operational performance, staff capability and the overall quality of digital forensic service delivery.

11.3 Experience

Describe the type of experience required to do the job (e.g. domestic/non-work environment/voluntary work/academic work/other).

The role requires substantial experience as a digital forensic practitioner, including the acquisition, examination, analysis and reporting of digital evidence across serious, complex and volume crime. Experience of assessing risk, determining case strategy, and advising SIOs is essential. The post holder must have experience supervising staff, managing performance and maintaining compliance with quality/accreditation frameworks. Experience of dealing with CPS, attending court as a digital forensic SME, working within legal frameworks and managing complex operational demands is also required. Additionally, experience in implementing new processes or technologies, and contributing to policy development is important to support the unit's ongoing development.

CONFIDENTIAL

Post: Digital Forensi
Branch: VH Serious Cr
Ref Number: 2228s

Factor	Factor Level	Points
Supervision / Management	320	**52**
Creativity & Innovation	4	**64**
Contacts & Relationship	4	**74**
Decisions - Discretion	4	**68**
Decisions - Consequences	3	**36**
Resources	2	**20**
Work Demands	4	**32**
Physical Demands	1	**6**
Working Conditions	1	**6**
Work Context	2	**16**
Knowledge & Skills	4	**144**
Total	**518**	
Grade	**I**	

c Technician Supervisor
ime Division (Forensic Services)

Rationale
Job Evaluation Questionnaire (JEQ) indicates full supervision of 10 x Technicians per postholder. No project management (but leads on small-scale improvements). No dispersal. The panel felt that more strategic management / direction of the unit would rest in the role above (Assistant Manager and above).
The JEQ states: *"The role requires creativity when adapting validated forensic processes to accommodate new device types, encryption issues, emerging technologies and unexpected data formats".* However the local area confirmed that this role isn't as "hands-on" as the Investigators (i.e. they wouldn't be adjusting data models, programming scripts, etc.). Therefore whilst the panel thought creativity and innovation applied to the role, they couldn't determine fresh thinking / blank sheet of paper solutions.
Liaise with Investigators, Digital Forensic Leadership Team and other departments to provide updates, technical clarification or support relating to laboratory activity. Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence. JEQ: *"must communicate decisions on prioritisation, quality concerns, risk escalation, and non compliance issues, often requiring tact and clarity when dealing with investigators, senior officers or staff whose work does not meet required standards".* The panel thought this role differed from the Forensic Investigators Supervisor in that they don't attend case meetings with SIOs / OIC to discuss case strategy, nor do they attend gold, silver and bronze meetings as a Senior SME, or interact with the legal system. The panel therefore thought contact in the role aligned best at Level 4, i.e. could involve more detailed planning and assessment, but not complex / contentious.
Day to day supervisory decisions, such as case allocation, prioritisation, performance management, technical direction and quality checks, are made independently within established procedures. The panel again thought this role differed from the Investigators (as for example, does not appear to be assessing risks / vulnerability in cases), however the panel recognised that the postholder would still be recommending changes to workflows that could affect working standards.
Operational and investigative consequences, JEQ advises: *"selecting an incorrect validated workflow, failing to follow an approved acquisition method, or not recognising that data has not fully processed may result in missing artefacts within the dataset provided to the investigating officer. As the laboratory generally supports volume crime and frontline investigations, any omission of relevant material could lead to delays, missed investigative opportunities, or incorrect assumptions being made during evidence review. In some cases, this may necessitate re processing of devices, cause investigative disruption or require officers to repeat review work once corrected datasets are produced"* . the panel felt there were potentially significant effects on investigatory procedures / outcomes.
The unit handles digital devices "exhibits" that contain data relevant to investigations. Although evidence retrieved from devices is digital, exhibits must be handled properly so as not to jeopardise the prospects of retrieval and to ensure devices are eventually returned in reasonable condition. Examples of other roles include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, the panel thought there's a precedent that could be applied to the unit i.e. roles that handle evidence or property but don't have the ultimate responsibility for security / safekeeping). Because device handling is a key facet of work undertaken by the unit, the panel feels a Resources score is appropriate to all roles in the unit despite each roles handling devices to a different extents.
The questionnaire cites frequent (daily) interruptions form urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation, strict deadlines from time-critical / priority investigations (threat-to-life / serious crime), CPS / Court deadlines for charging decisions, SLAs, etc. The panel thought this was similar to the Senior Investigator role but with additional demands due to Supervision / Management. But despite these additional demands, the panel through the demands would continue to be accommodated under Level 4. The panel considered the presence of several layers above the role in the hierarchy, which they thought would be more demanding.
No heightened physical demands. Generally office based, with occasional attendance at scenes, however this be to provide advice i.e. not physically recovering exhibits.
Generally office based, with occasional attendance at scenes, however this be to provide advice i.e. not physically recovering exhibits. The JEQ cites "unfavourable or unpredictable environments" but this is understood to generally refers to scenes where police presence may not be welcomed (see: Work Context).
Regular psychological risk arising from exposure to highly distressing and illegal digital material, including child sexual abuse imagery, extreme content and prohibited images, as part of operational reviews, escalations and supporting investigators. Occasional physical risk when attending operational scenes or unfamiliar environments to provide specialist advice on digital evidence recovery.
The Person Specification is similar to the Investigator Supervisor, albeit with points relating to investigation omitted. The panel thought the knowledge and skills belonged to one broad specialism, but additional supervision and management skills were required to manage staff and provide oversight. But because the role doesn't undertake duties relating to investigations, the panel thought that the overall complexity of this role was lower.

GREATER MANCHESTER POLICE
JOB DESCRIPTION

POST TITLE:	Digital Forensic Technician Supervisor
DEPARTMENT/DIVISION/BRANCH:	Forensic Services Branch
SECTION/UNIT:	Digital Forensics
GRADE:	I
RESPONSIBLE TO:	Digital Forensic Assistant Manager
RESPONSIBLE FOR:	Digital Forensic Technicians
AIM OF JOB:	MOP: To provide effective supervision and leadership of Digital Forensic Technicians within a Digital Forensic Laboratory Team, ensuring the delivery of a high-quality, efficient and professional digital forensic service. MOP: To oversee team caseloads, workflow and operational priorities, ensuring that laboratory activity and forensic processes are conducted in accordance with national guidance, legal requirements and organisational standards. MOP: To undertake and supervise the triage, acquisition and processing of digital devices and data sources within the Digital Forensic Laboratory, ensuring work is completed using validated forensic methods, meets required quality standards, and that processed data is provided in a clear, readable format for investigative revi

MAIN DUTIES AND RESPONSIBILITIES

MOP: Digital Forensic Laboratory Team Supervision

- Responsible for the operational and performance management of staff and caseloads within a Digital Forensic Laboratory Team, ensuring effective use of resources to deliver a high-quality service.
- Manage digital forensic requests allocated to the laboratory, including prioritisation, practitioner assignment, updates to Investigators/Officers, and maintaining oversight of progress and quality.

- Accountable for the team's performance and delivery against Service Level Agreements, Force objectives, and digital forensic standards.

- Supervise and support the welfare, capability and professional conduct of staff, determining work priorities and applying personnel procedures in accordance with Force policies. Liaise with Human Resources (HR) and the Occupational Health Unit (OHU) where appropriate.

- To attend relevant unit governance meetings as required.

Digital Forensic Practice and Technical Oversight

- KS: Maintain a comprehensive understanding of digital forensics techniques, principles and methodologies, including the identification, preservation, triage, acquisition, processing and reporting of digital evidence.

- MOP: Undertake and supervise the triage, acquisition and processing of digital devices and digital data sources, using validated forensic software, hardware and processes to ensure evidential integrity, continuity and compliance with documented procedures.

- DEC: Ensure processed datasets are prepared in clear, readable formats for investigative review.

- KS: Provide technical guidance to Digital Forensic Technicians and ensure that validated software, hardware and workflows are applied consistently.

- CR: To act as a Digital Forensics Subject Matter Expert (SME) within the scope of the role, providing technical direction, advice and support in relation to the triage, acquisition and processing of digital devices and data sources.

- CR: Liaise with Investigators, Digital Forensic Leadership Team and other departments to provide updates, technical clarification or support relating to laboratory activity.

- DEC: Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence.

- CR: Ensure effective communication within the team and with relevant stakeholders, escalating operational risks where required.

- CI: Provide detailed statements, Streamlined Forensic Reports and case-specific reports, ensuring full CPIA-compliant disclosure.

- CR: Attend court to present evidence as a digital forensic SME when required.

- RES: When required to, receive property for digital forensic examination and in line with the unit policies.

- WCXT: Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance.

Training, Development and Communication

- MOP: Supervise and support the development, competency and continuous improvement of Digital Forensic Technicians.

- MOP: Deliver or support laboratory-focused training to officers and staff to enhance understanding of digital forensic capability, evidence types and procedures.

- MOP: Promote positive change, ensuring that staff are informed, supported and engaged in improvements to digital forensic services.

Forensic Quality and Regulation

- Ensure all Forensic Science Activities (FSAs) are conducted in accordance with the Forensic Science Regulator Act 2021 and comply with the FSR Code of Practice, relevant accreditation standards (e.g., ISO/IEC 17025 or ISO/IEC 17020) and local policies and procedures.
- Maintain accurate, contemporaneous, and auditable records to demonstrate evidential integrity, technical compliance, and adherence to validated procedures and accreditation scopes.
- Undertake and participate in internal and external quality assurance processes – including audits, proficiency testing, method validation, and competency assessment – to support continuous improvement and regulatory compliance.
- Report non-conformities, quality risks, or deviations from approved procedures promptly and contribute to corrective and preventative actions to maintain accreditation and regulatory standards.
- Keep up to date with the latest updates and modifications to the FSR Act 2021, FSR Code of Practice, accreditation standards and local procedures, ensuring that all activities remain compliant.
- Provide effective oversight, guidance, and monitoring to ensure all team members consistently comply with requirements taking action where necessary to address gaps in competence, performance, or adherence to process. Ensure that any identified quality actions are investigated and resolved.

- CI: Support research and development of new techniques and methodologies in response to emerging technologies and operational needs, ensuring they meet accreditation standards and integrity for court.
- Commit to continuous professional development and participate in relevant competency and proficiency testing.
- Ensure the delivery of a consistently high-quality, victim-focused service, reinforcing professional standards of compassion, respect, and responsiveness

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.
- To promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.
- 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.

- Ensure staff adhere to relevant Force procedures in relation to Information management by ensuring appropriate processes are in place to monitor compliance in relating to the collection, recording, evaluation and sharing of information and providing the appropriate feedback to maintain and improve information quality in compliance with the Code of Practice on Management of Police Information 2005.

- 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

Digital Forensic Laboratory Supervisor
April 2026

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 Technician Supervisor** 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
Digital Forensic Technician Supervisor
FORENSIC SERVICES

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
Qualifications/Education KS:		
Level 6 qualification in a technical, digital forensic or computer related subject. Or Substantial equivalent experience.	E	AF/C
Completed training which covers the triage, acquisition, and processing stage of the digital forensic process.	E	AF/C
Completed training in the use of commercial digital forensic software.	E	AF/C
Willing to attend and complete training in digital forensic tools and methods as required.	E	AF/I
Level 7 qualification in a digital forensic, cyber security or computer related subject.	D	AF/C
Experience		
KS: Substantial experience as a practitioner in the digital forensic field covering the triage, acquisition, processing, and reporting of digital evidence.	E	AF/I
RES: Extensive experience handling and preparing digital datasets for investigative review, ensuring evidential integrity, continuity and compliance with documented procedures.	E	AF/I
KS: Experience working with a wide range of digital devices, operating systems, storage media, and data types, including mobile devices, computers, removable media and cloud-based environments.	E	AF/I
DEC: Experience applying digital forensic principles to maintain integrity, continuity, validation and quality assurance.	E	AF/I
MOP: Trained and mentored staff in the field of digital forensics.	E	AF/I
KS: Experience of working in a law enforcement capacity with a variety of crime types.	E	AF/I

CR: Experience of dealing with the UK Legal System including Courts & CPS.	D	AF/I
CR: Experience of presenting evidence at court.	D	AF/I
MOP: Supervised staff in a digital forensic/investigation environment.	D*	AF/I
WD: Ability to proactively manage multiple caseloads, assessing risk, prioritising, and dynamically adapting to change.	E	AF/I
DEC: Experience in monitoring performance and governance within a technical environment.	D*	AF/I
CI: Experience of problem solving and change management to improve business processes and service delivery.	E	AF/I
Knowledge KS:		
Knowledge and understanding of the provision of digital forensic science and policing enquires to criminal investigations.	E	I/T
Thorough knowledge and in-depth understanding of the main functions and types of digital devices and data sources.	E	I/T
Have a practical understanding of the importance of evidential integrity of exhibits; seizure, storage and continuity.	E	I/T
Knowledge and understanding of how digital forensic software decodes and parses data.	E	I/T
Knowledge and understanding of common data structures, file systems, and operating systems.	E	I/T
Practical knowledge of the digital forensic and digital policing techniques/tactics available in investigations.	E	I/T
Knowledge and understanding of associated best practice and principles for Digital Forensics	E	I/T
An understanding of legislation relating to digital investigations.	E	I/T
Knowledge of the application of the National Decision-Making Model and Code of Ethics.	E	I/T
Knowledge and understanding of the Forensic Science Regulator's Codes of Practice and other relevant standards.	E	I/T
Knowledge of the principles regarding digital forensic method validation.	E	I/T

KS: Knowledge of managing performance and governance. Knowledge and understanding of Human Resources, People, and welfare policies.	D* D*	I/T I/T
Skills/Abilities CR: Ability to communicate with Investigators, Digital Forensic Leadership and third-parties to provide advice relating to the digital forensic laboratory. KS: Ability to convey technical information in a manner understandable to the audience. MOP: Ability to lead a team to deliver an efficient and effective service to the organisation. WCXT: Ability to work well under pressure, maintaining awareness of your team's caseload and prioritising workload accordingly. CR: Ability to convey difficult messages, hold challenging conversations, and use a wide range of communication techniques. Capable of maintaining strict confidentiality. CI: Ability to assess, decide/resolve issues logically and objectively. WD: Has the ability to manage a variety of different workloads, possessing the aptitude to modify plans and priorities. DEC/WCXT: Ability to deliver objectives and make considered decisions under pressure and within tight timescale to meet the needs of critical and dynamic cases and situations. CI: Ability to develop and utilise new technologies to further improve the effective and efficient provision of digital forensics. WCXT: Ability to deal with serious or potentially disturbing material.	 E E E E E E E E E E E E	 AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I

Other		
Has achieved a good attendance record.	E	AF(E)
Willing to work shifts and provide weekend cover.	E	AF/I
Prepared to participate in an on-call function.	E	AF
Full UK driving licence.	E	I
Willing to undertake a Basic driver authority driving test and drive a fleet vehicle.	E	I
Willing to undertake Basic Personal Safety, Radio, and First Aid Training for on scene attendance.	E	I
As a condition of being appointed to this post an individual will be required to provide a sample of their Biometric material. These samples may be searched against National Databases to assist in the elimination of identified samples recovered from crime scenes.	E	I
Willing to have appropriate vaccinations and keep them up to date.	E	I
This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting	E	AF(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.

GLPC JOB EVALUATION SCHEME

JOB EVALUATION QUESTIONNAIRE (JEQ)

VERSION 0.3 (adapted Dec 2024 for use by GMP)

Name (Individual completing the form):	[redacted]
Post Title:	Digital Forensic Technician Supervisor
Pre-evaluation Grade (if existing post):	H
District/Branch:	Forensic Services Branch
Section/Unit:	Digital Forensics
Post No (if existing post):	CVH0014360
Responsible To:	Digital Forensic Assistant Manager

CONTENTS AGREED BY:

Name of individual completing the form:	**Name of Manager:** [redacted]
Signature:	**Signature:**
Date:	**Date:**

INSTRUCTIONS

The purpose of this questionnaire is to record key information and job content to help in the evaluation of the post. The information should relate to the post and not to the individual who might occupy it at present.

An up to date job description and an organisational structure chart should also be attached.

MAIN PURPOSE / REASON FOR THE JOB:

Please describe in detail the overall purpose of the job.

Digital Forensic Overview

Digital forensics is a specialist field focused on the recovery, examination and interpretation of data from digital devices such as mobile phones, computers, cloud platforms and online services. Unlike traditional forensic disciplines, digital forensics deal with vast and constantly changing technologies, rapidly evolving operating systems, encryption, data security features and large-scale datasets. The work carries significant operational, legal and investigative risk, as incorrect handling or interpretation of digital evidence can directly affect criminal justice outcomes. The role therefore requires a broad and continually updated knowledge base, high levels of technical expertise, and the ability to manage complex workflows and risks that are unique to digital investigations. This makes digital forensics inherently more complex and technologically demanding than many other forensic specialisms, requiring specialist oversight to ensure accuracy, integrity and compliance.

Digital forensic work follows a structured sequence of methods: *triage*, where devices or data sources are rapidly assessed to determine relevance and urgency; *acquisition*, where an exact, forensic copy of the data is securely captured; *processing*, where specialised tools prepare and extract information from large volumes of complex digital data; *analysis*, where practitioners interpret the results to identify evidence, intelligence or safeguarding concerns; and *reporting*, where findings are documented clearly and accurately for investigators, courts and other decision-makers.

Role Overview

The Digital Forensic Technician Supervisor provides first-line management of a Digital Forensic Laboratory Team, ensuring the efficient delivery of high-quality digital forensic triage, acquisition and processing services. The role supervises Digital Forensic Technicians, oversees workflow and caseload management, sets daily operational priorities, and ensures that all laboratory activity is compliant with national, legal and accreditation standards. The post holder also undertakes technical work themselves when required, provides expert guidance to technicians, supports their competency and development, and ensures that processed datasets are prepared accurately and reliably for investigative teams. The role plays a key part in maintaining validated forensic processes, ensuring evidential integrity, and embedding ISO 17020/17025 and Forensic Science Regulator-compliant practices across laboratory operations.
Note: The Digital Forensic Laboratory is responsible for the triage, acquisition and processing of data only, providing this in a reviewable format to Investigators/Officers. They will primarily manage the 'Stage 2 – Acquire & Review' (volume / low-level crime) queue.

Please list the duties required for this role:	Please identify how often each occur – Daily, weekly, monthly, quarterly, or annually

** See job description **	

1 Supervision / Management of People

This section records any direct responsibility the post has for the supervision or management of GMP employees or others.

1.1 GMP Employees – Full time responsibility

Indicate the number of employees directly supervised by the post. Indicate the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline, wellbeing, absence management). Indicate also where the supervision is shared with others and what tasks are shared. Direct supervision includes all employees managed by others for whom the post holder has line management responsibilities.

Title and nature of the work carried out	Number*	Nature of Authority
Digital Forensic Technician ** see relevant job description **	10	Direct supervision; allocate work, performance management, welfare, capability, conduct, attendance, competency oversight

Insert additional rows as required

1.2 *Numbers

If the numbers supervised vary throughout the year (e.g, if the post has temporary supervisory responsibility), please provide details of maximum and minimum numbers and timescales.

N/A

1.3 Deputising

Does the post have any formal deputising responsibility for managing employees? If so please indicate the nature of the responsibility and how often it occurs. Indicate the number and type of staff affected.

N/A

1.4 Project Teams

Does the post lead/manage or supervise any project teams? If so, indicate the type of project team, its composition, how long the post holder has this authority and the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline).

The Digital Forensic Technician Supervisor contributes to project work by providing laboratory-specific expertise and feedback on new tools, validation of forensic methods, technical processes, and workflow improvements. They may lead small-scale laboratory improvement activities, but larger projects remain under the Digital Forensic Leadership Team.

1.5 Contract staff / Agency Workers

Specify any responsibility that the post has for contract or agency workers. Indicate the number involved and the nature of the responsibility.

The role does not have responsibility for contract or agency workers. However, the Digital Forensic Technician Supervisor may assist the Digital Forensic Leadership Team with outsourced digital forensic work when required. This support may include liaising with external forensic suppliers, providing technical information, preparing or reviewing material for submission, and ensuring that outsourced work meets required digital forensic, quality and accreditation standards. The Supervisor's involvement is limited to operational and technical support and does not include responsibility for financial approvals or cost management.

1.6 Location of Employees

Are the employees supervised / managed by the postholder based at the same place of work, or on different site(s) or are they mobile? How often would the manager be at the same location as the employees? (For hybrid working arrangements, it would be the contracted place of work that needs to be taken into account.)

All employees supervised by the Digital Forensic Technician Supervisor are based at the same central Digital Forensics location. This allows for regular day-to-day contact, direct oversight of work, and immediate access to staff for operational discussions, welfare support and performance management. No staff supervised by this role are located on other sites or operate remotely.

2. Creativity and Innovation

The extent to which the work requires innovation and imaginative responses to issues and in the resolution of problems.

2.1 Examples of Creativity / Innovation

Give examples of areas where the post requires creativity and innovation in for example design, specifications and tendering, counselling and caring, application of IT, policy development, interpersonal skills, written or spoken word.

The role requires creativity when adapting validated forensic processes to accommodate new device types, encryption issues, emerging technologies and unexpected data formats. The Supervisor identifies improvements to laboratory workflows, refines triage and acquisition methods, and supports the development of new validated techniques. The Digital Forensic Technician Supervisor also innovates by helping technicians troubleshoot technical challenges, ensuring efficiency while maintaining full compliance with accreditation and evidential requirements.

2.2 Examples of Problem Solving

Give examples of typical problems / situations a post holder will need to resolve during the course of their work. Indicate how frequently each type of problem / situation is likely to occur.

Daily problem-solving includes handling corrupted or unusual device types, resolving imaging failures, addressing backlog pressures, determining resource allocation, and identifying when an issue requires escalation. The role must assess operational risk, maintain evidential integrity, and make real-time decisions affecting laboratory throughput and investigation timelines.

2.3 Guidelines, procedures and systems

To what extent is the work undertaken by the post determined or assisted by guidelines, procedures and systems? Indicate how:

Work is governed by ISO 17020/17025 standards, the Forensic Science Regulator Code of Practice, validated laboratory procedures, GMP policies, and legal frameworks such as PACE and CPIA. The Digital Forensic Technician Supervisor must interpret these consistently, ensuring technicians follow them precisely, while applying judgement where documented procedures do not fully address novel or complex situations.

3. Contacts and Relationships

The degree of personal contact and the nature of relationships with others required to carry out the job.

3.1 Nature of Contacts and Relationships

Describe contacts and relationships within the section or department, with other departments, the public, external groups and organisations, their purpose and frequency.

Who (e.g. work colleague, other department, client, suppliers etc)	Purpose of Contact (e.g. exchanging information, providing advice, providing care, formal training, negotiations etc)	Frequency (e.g. daily, weekly, etc)
Digital Forensic Technicians	Oversight through supervisors, reviewing progress, addressing escalations, ensuring quality/compliance, welfare.	Daily
Digital Forensic Leadership Team	Attending daily and weekly governance meetings; reporting on team performance, risk and demand; contributing to service delivery decisions, policy discussions and operational planning	Daily to Weekly
Senior Investigating Officers & OICs	Providing technical clarification, updates on laboratory progress, advising on device handling	Daily to Weekly
HR & Occupational Health	Managing welfare, capability, attendance and performance issues within the team	As required
External Forensic Providers	Managing outsourced casework and reviewing quality.	As required

Software Vendors / Technical Suppliers	Discussing upgrades, troubleshooting, evaluating new tools	As required

3.2 Complex / Contentious Issues

Does the post have to communicate with contacts on matters of a complex and/or contentious nature? Please give examples and indicate how often these occur.

The Digital Forensic Technician Supervisor must communicate decisions on prioritisation, quality concerns, risk escalation, and non-compliance issues, often requiring tact and clarity when dealing with investigators, senior officers or staff whose work does not meet required standards.

3.3 Representing GMP

Does the post represent or negotiate on behalf of GMP? Please identify the circumstances and how often this occurs.

The post represents GMP in accreditation audits, governance meetings, multi-departmental discussions about digital forensic processes, and on rare occasion in court when presenting technical evidence.

4. Decisions – Discretion

This factor looks at the decisions or recommendations that the post takes to achieve its outcome.

4.1 Decisions

Give examples of the most important decisions that your post requires. Record only those decisions, which the post has authority to take.

Nature of Decision	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Allocating work to Digital Forensic Technicians to ensure appropriate staffing and workload balance. Primarily this will be for Priority 1 (critical) and Priority 2 (urgent) requests with Priority 3 (routine) being self-allocated.	Investigators, SIOs, CPS	Workforce capacity, accreditation standards, internal procedures.
Managing laboratory related issues such as technical failures, backlogs, or unexpected complex device/data challenges.	Digital Forensic staff, investigators, victims and the public	Internal governance processes, digital forensic methodologies.
Selecting the appropriate triage, acquisition or processing workflow from the validated options provided within laboratory procedures.	Investigators, Digital Forensic Laboratory Team	Must follow validated forensic methods, SOPs and supervisor direction.

Deciding when to re-attempt a process or basic troubleshooting (e.g., cable changes, re-boot, alternate port) before escalating.	Digital Forensic Laboratory workflow	Limited to routine issues; escalation required for persistent or complex failures.
Managing own daily workload within the tasks assigned, in line with set priorities and SLA timeframes.	Investigators, Digital Forensic Laboratory Team	Must follow task allocation and prioritisation set by Submissions Team and Supervisor.
Preparing processed datasets in clear, readable formats and determining the most appropriate output structure within provided templates.	OICs, SIOs, Investigators	Must follow established reporting/formatting standards.

4.2 Recommendations

Give example of the most important recommendations that the post is required to make.

Nature of Recommendation and who it is given to (e.g. recommend change in procedure to manager)	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Recommending changes to digital forensic workflows, processes, and workload management to the Digital Forensics Operations Managers.	Digital Forensic staff, investigators, organisational performance	ISO standards, FSR Codes, GMP policies.
Recommending improvements or updates to software, tools and technical systems (e.g., case management, automation, review platforms).	DFIU, ITDD, Change Branch	Technical capability, accreditation requirements, project governance.
Suggesting training, development or competency needs for team members.	Digital Forensic staff and the unit capabilities	Competency frameworks, ISO competence requirements.
Advising on simple matters such as device condition, accessibility of data, or basic limitations of processed output.	Investigators, Digital Forensic Laboratory Team	Must remain factual, technical and non-interpretive.

4.3 Availability of Advice / Guidance

Describe how advice on what may be the limit to decision making is available from the post's manager, or other sources (e.g. rules, guidelines). Is this advice available all the time?

Advice and guidance are available from the Digital Forensic Assistant Managers for complex, strategic or high-impact decisions. Day-to-day supervisory decisions, such as case allocation, prioritisation, performance management, technical direction and quality checks, are made independently within established procedures, accreditation standards and legal frameworks (including PACE, PCSC, CPIA and ISO 17020/17025). Guidance from HR, Occupational Health, Legal Services and Quality/Accreditation colleagues is available when decisions relate to welfare, conduct, HR processes, disclosure or compliance issues.

5. Decisions – Consequences

The impact of the decisions / recommendations taken.

The decisions and recommendations made by the Digital Forensic Laboratory Supervisor may have operational, investigative and legal impact, and the full scope of these responsibilities is detailed in the Job Description.

5.1 Impact of Decisions / Recommendations

Identify the major consequences of any decisions or recommendations the post makes for clients, the public, other staff or the service.

Type of Decision / Recommendation	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Scale of Impact (e.g. limited - short term, major – long term effect)
Allocating resources with a team, ensuring timely delivery and quality compliance.	Digital Forensic staff, investigators, Forensic Services	Moderate to Major – impacts unit performance, caseload backlogs and operational policing support.
Decisions relating to handling sensitive or illegal material (e.g., CSA imagery, covert intelligence, anti-corruption cases).	Victims, investigators, safeguarding teams	Major – affects victim identification, risk management, and legal compliance.
Deciding which validated workflow to use for triage, acquisition or processing.	Investigators, Digital Forensic Laboratory workflow	Minor to Moderate – affects efficiency and clarity of processed output but within controlled procedures.
Managing own workload and completing assigned tasks in line with prioritisation and SLA timeframes.	Investigators, Digital Forensics	Moderate – may impact turnaround times if tasks are delayed.
Preparing processed datasets in readable formats for Investigators.	Investigators/Officers	Moderate – impacts usability of data but does not affect evidential interpretation.

5.2 Implications of a decision by the post holder

If the post holder made a legitimate, but incorrect, decision, what would be the likely impact? Give potential examples below but exclude events that are highly unlikely to occur. For each example indicate how quickly the error would be identified and rectified.

A legitimate but incorrect decision by a Digital Forensic Technician can have notable operational and investigative consequences. For example, selecting an incorrect validated workflow, failing to follow an approved acquisition method, or not recognising that data has not fully processed may result in missing artefacts within the dataset provided to the investigating officer. As the laboratory generally supports volume crime and frontline investigations, any omission of relevant material could lead to delays, missed investigative opportunities, or incorrect assumptions being made during evidence review. In some cases, this may necessitate re-processing of devices, cause investigative disruption or require officers to repeat review work once corrected datasets are produced.

Because the Supervisor is responsible for both their own technical work and the oversight of Technicians, an incorrect decision risks affecting multiple submissions, potentially resulting in repeated processing, increased demand on laboratory resources or compliance issues under ISO 17020/17025 and the Forensic Science Regulator's Code of Practice. Although many errors would be identified through built-in quality assurance stages, governance checks or supervisory escalation, the impact prior to detection may still be substantial, affecting victims, case outcomes, investigative efficiency and GMP's adherence to evidential and regulatory standards.

6. Resources

Personal and identifiable accountability for physical and financial resources including those of clients.

6.1 Cash / Financial Resources

Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes specify the average amount controlled at any one time and the nature of the accountability.

Average amount controlled at any one time	Nature of accountability Indicate whether this is continuous or shared with others. How often are these resources handled : daily, weekly, monthly etc?
Not applicable	

6.2 Plant / Equipment

Is the post personally accountable for the proper use / safekeeping of plant / equipment?
If yes please indicate the type(s) of plant/equipment and the nature of the accountability.

Type of plant / equipment	Nature of accountability Indicate whether this is continuous or shared with others
Responsible for the correct use, safekeeping and operational oversight of specialist digital forensic equipment and software platforms (e.g., acquisition tools, analysis suites, secure data storage systems) used by the team.	Both continuous and shared. Ownership resides with the Digital Forensic Manager.

6.3 Stocks / Materials

Is the post personally accountable for materials / items of stock (including evidential material)? If yes please indicate the type and approximate value and the nature of accountability.

Type and approximate average value of materials / stock (held at any one time)	Nature of accountability Indicate whether this is continuous or shared with others

Oversight of evidential digital material managed within the team, ensuring compliance with ISO standards, FSR Codes of Practice, and GMP procedures.	Both continuous and shared. Ownership resides with the Digital Forensic Manager.

6.4 Buildings

Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability

Type of Building	Nature of accountability Indicate whether this is continuous or shared with others
N/A	

7. Work Demands

The impact of deadlines, interruptions, changes in priorities and resource conflicts on the post.

7.1 Work Plan

How is the post's work planned?

Work for the Digital Forensic Technician Supervisor is primarily planned around the priority of digital forensic submissions authorised by the Submissions Team. Each request is allocated a defined timeframe based on the agreed Service Level Agreement (SLA), and these priorities determine the laboratory's daily and short-term workload. Day-to-day activities are further structured through a daily management meeting, during which operational demand, resource availability, case progression and urgent issues are reviewed. The Supervisor uses this information to coordinate tasks, allocate work to Digital Forensic Technicians, and ensure that laboratory activity aligns with SLA expectations and operational requirements.

7.2 Interruptions / Changes to the work plan

How often is the planned work of the post subject to interruptions and/or changes? Give examples, identifying the cause of the interruption, the nature of it (e.g. is it a single or diverse range) and the frequency with which it occurs.

The work plan is frequently subject to interruption due to operational demand within the Digital Forensic Laboratory. Unplanned events, such as critical, urgent or high-risk submissions authorised by the Submissions Team, device failures, or processing errors, often require immediate adjustment to planned workloads. The Supervisor may also need to respond to technical issues raised by Technicians, quality concerns identified during processing, or unexpected peaks in demand. These interruptions occur daily and require the Supervisor to reassess priorities, reallocate tasks, and ensure that Service Level Agreement (SLA) timeframes continue to be met.

7.3 Deadlines

Is the work of the post subject to deadlines? If yes please give examples and the frequency with which they occur.

The work plan is frequently subject to interruption due to operational demand within the Digital Forensic Laboratory. Unplanned events, such as critical, urgent or high-risk submissions authorised by the Submissions

Team, device failures, or processing errors, often require immediate adjustment to planned workloads. The Supervisor may also need to respond to technical issues raised by Technicians, quality concerns identified during processing, or unexpected peaks in demand. These interruptions occur daily and require the Supervisor to reassess priorities, reallocate tasks, and ensure that Service Level Agreement (SLA) timeframes continue to be met.

7.4 Conflicting Priorities / Resource Needs

Does the post have to RESOLVE situations where there are conflicting priorities / resource needs? If yes give examples of situations the post encounters and explain how the post resolves them. Indicate how frequently these situations occur.

The post frequently resolves conflicting priorities, such as:

- Balancing high-risk cases with large-volume lower-tier demand.
- Managing workload across the team.
- Ensuring resources meet accreditation requirements while still responding flexibly to operational needs.

These conflicts occur daily and require judicious, objective decision-making to ensure fairness, compliance and effective service delivery.

8. Physical Demands

The amount and continuity of physical effort required doing the job.

8.1 Type and Frequency of Physical Demand

Please indicate the type, frequency and duration of any physically demanding activity that is a requirement of the post.

Type of Physically demanding activity (e.g. standing, walking, lifting, cleaning)	Frequency and duration (e.g. 2 hours every day)
Prolonged periods of desk-based work, conducting acquisition and processing, and updating the case management systems.	Daily
Regular movement around the Digital Forensics workspace, including laboratory areas and secure evidence rooms to engage with technicians and practitioners.	Daily
Occasional attendance at scenes or operational locations as a senior SME to provide advice regarding digital evidence recovery.	Occasional, as required by operational need.
Occasional carrying or handling of digital devices or related exhibits (e.g., laptops, mobile devices, storage media) when supporting operational reviews or laboratory functions, though not as a primary duty.	Occasional

8.2 Use of IT Equipment

Does the post require the use of IT equipment above and beyond the use of standard issue GMP laptops and mobile telecommunications devices? If yes please indicate the nature and level of usage.

Nature of usage (e.g. spreadsheets, data entry)	Level of usage (e.g. 2 hours every day)
Use of specialist digital forensic equipment/tools/processes, case management platforms, workflow tools and reporting systems.	Daily
Regular use of analytical dashboards, spreadsheets, performance data and audit/compliance systems to monitor caseload, risk and quality.	Weekly
Use of video conferencing, secure communication platforms and digital collaboration tools for operational meetings and coordination with Investigators, SIOs, districts, CPS and external partners.	Daily

9. Working Conditions

9.1 Normal Place of Work

Indicate the post's normal place(s) of work (e.g. office, client's house, workshop etc). Where more than one place is specified please indicate the relative time spent in each.

The role is primarily based at the central Digital Forensics Unit (Vestigo House), which includes office areas, technical workspaces and digital forensic laboratory environments. The majority of work is undertaken on site, with occasional travel to other GMP sites for meetings or attend crime scenes as Senior SME.

9.2 Disagreeable Conditions

Is the post exposed to any disagreeable conditions (e.g. working outside, noise, dirt etc)?
If yes please indicate the type of condition below and the frequency and duration of exposure.

Nature of condition (e.g. noise, working outside)	Level of exposure (e.g. 2 hours every day)
Occasional exposure to sensitive, distressing and illegal digital material, including child sexual abuse imagery, extreme content and other prohibited material, when processing data.	Occasional inherent part of the digital forensic environment.
Technical laboratory conditions, including working around specialist equipment, evidence handling areas and secure digital storage spaces.	Regular inherent part of the digital forensic environment.
Occasional work at operational scenes, which may involve unfavourable or unpredictable environments.	Occasional, as required operationally.

10. Work Context

10.1 Potential Risk to Personal Health or Safety

Is there any potential risk to personal safety, illness, health (either physical or psychological)? If yes please give examples stating who or what poses the potential risk and the frequency of exposure.

Nature of risk	Frequency of Exposure
Psychological risk arising from exposure to highly distressing and illegal digital material, including child sexual abuse imagery, extreme content and prohibited images, as part of operational reviews, escalations and supporting investigators.	Occasional.
Stress and cognitive pressure caused by managing high-risk cases, urgent operational escalations, competing demands, CPS/Court deadlines, and situations where incorrect decisions may have significant investigative or legal consequences.	Occasional.
Occasional physical risk when attending operational scenes or unfamiliar environments to provide specialist advice on digital evidence recovery.	Occasional.
Responsibility for staff welfare, requiring the post holder to manage wellbeing concerns and liaise with Occupational Health.	Regular inherent part of the digital forensic environment.

If the post involves contact with the public or clients can the post holder call on the immediate support of other members of staff? Please give examples.

N/A

11. Knowledge and Skill

This factor measures knowledge and skills, in their broadest sense, in relation to the work or discipline required by any job covered by the Scheme, and which are necessary for the competent performance of the full duties and responsibilities of the job.

11.1 Type of Knowledge and Skill

What type of knowledge and skill is required in order to perform the duties of the post? Indicate also the depth of knowledge/skill required in each.

These may include technical, professional, operational or specialist disciplines as well as caring, interpersonal, literacy and linguistic skills, diplomacy, sensitivity, tact, dexterity, numeracy, knowledge of equipment and machinery, operational techniques, concepts, theories, procedures, and communications and management skills.

Type of Knowledge / Skill	Depth of knowledge / skill (e.g. Basic knowledge, Working knowledge, council expert)
Digital forensic science principles, methods and processes (triage, acquisition, processing).	Advanced working knowledge, sufficient to both carry out and supervise these activities, ensuring adherence to validated laboratory methods.

Digital devices, operating systems, file systems, data structures and common forensic artefacts.	In-depth technical understanding of how different device types store, generate and structure data, enabling oversight of correct processing by Technicians.
Validated forensic methods, evidential integrity and continuity principles	Detailed knowledge, required to maintain compliance, ensure correct handling of digital exhibits, and uphold evidential standards.
Forensic software, hardware and laboratory workflows	Advanced practical knowledge of commercial and specialist forensic tools used for laboratory processing and data preparation.
Legislation relevant to digital examinations (PACE, CPIA, disclosure obligations)	Working to detailed knowledge to ensure processing, reporting and storage of digital evidence remains lawful.
Quality and accreditation standards (ISO 17020/17025, Forensic Science Regulator's Code of Practice).	Detailed knowledge to maintain compliance, support audits and ensure quality assurance.
Performance management, staff supervision and HR policies	Working knowledge, necessary to manage Technicians' performance, attendance, capability and welfare.
Communication skills (technical and non-technical)	High-level ability to explain laboratory processes and constraints to investigators, supervisors and external stakeholders.
Problem-solving and troubleshooting of technical issues	Advanced practical skill, required to resolve device failures, process errors and workflow blockages within the laboratory.

11.2 Most Important Areas of Knowledge

From the above list give the two/three most important. Please give specific work examples to explain what is delivered in the job by an effective application of these two or three types of knowledge/skill

The most important areas of knowledge for this role centre on the advanced technical and procedural understanding required to supervise a digital forensic laboratory. The post holder must have a detailed and practical understanding of digital forensic triage, acquisition and processing methods, along with a strong grasp of how digital devices, operating systems, file systems and data structures function. This enables the Supervisor to provide technical guidance to Technicians, ensure validated methods are used correctly and maintain evidential integrity.

A second critical area is comprehensive knowledge of the quality, accreditation and regulatory frameworks governing digital forensic activity, including ISO 17020/17025, the Forensic Science Regulator's Codes of Practice and the principles of method validation. This ensures that all laboratory work meets mandatory standards and is audit-ready.

A third key area is knowledge of the legal frameworks relevant to digital examinations, such as PACE, CPIA and disclosure obligations, to ensure that all handling, processing and reporting of digital evidence remains lawful, proportionate and suitable for use within the criminal justice system.

Finally, the role requires strong knowledge of supervision, performance management and HR-related processes, as the post holder is responsible for overseeing staff capability, welfare, conduct and workload distribution within a high-volume, technically demanding environment. This combination of advanced technical knowledge,

regulatory compliance expertise and people-management understanding is essential to ensure the Digital Forensic Laboratory operates safely, efficiently and in accordance with organisational standards.

11.3 Experience

Describe the type of experience required to do the job (e.g. domestic/non-work environment/voluntary work/academic work/other).

The role requires substantial experience as a digital forensic practitioner, including hands-on triage, acquisition and processing of a wide range of digital devices and data sources. The post holder must have demonstrable experience working in a digital forensic laboratory environment, applying validated forensic methods, maintaining evidential integrity and producing processed datasets suitable for investigative review. Experience handling a variety of device types, operating systems, file systems, storage media and emerging technologies is essential to provide effective technical oversight to Digital Forensic Technicians.

The Supervisor must have experience working within a law enforcement setting, with an understanding of investigative needs, digital forensic opportunities and the operational pressures associated with time-critical casework. Experience liaising with investigators, providing updates, and explaining technical processes in an accessible way is essential, as is experience managing multiple competing workloads, risk assessing submissions and adapting workflows to meet Service Level Agreements.

The role also requires experience supervising or mentoring staff within a technical environment, including supporting capability development, monitoring performance, providing constructive feedback and ensuring that work is completed to required quality standards. Experience in applying or supporting ISO 17020/17025, Forensic Science Regulator Codes of Practice, validation processes and Quality Management Systems is essential to maintain accreditation compliance.

Experience contributing to technical problem-solving, workflow improvements or the development of new techniques is also required.

RESTRICTED – STAFF IN CONFIDENCE

GREATER MANCHESTER POLICE

JOB EVALUATION SCHEME

CONVENTIONS AND GUIDANCE NOTES

October 2024

GENERAL

Everybody always scores at least at Level 1.

If can't always fit every job to every factor completely and confidently, look for the "best fit".

Remember Job Evaluation is an art not a science.

Need to consider whether need to leave room to accommodate higher and lower posts.

If it doesn't fit all the words in the factor level then consider the factor level below, but then award the most appropriate - again, "best fit".

SUPERVISION/MANAGEMENT OF PEOPLE

There is a distinction between management (hire, fire, reward and reprimand) and supervision (the person who allocates work and makes it happen). Managers are involved in planning, co-ordinating and determining what the work of the unit should be, supervisors ensure the work is carried out.

Refers to qualitative issues within training, supervision, nature of work managed/co-ordinated.

If a manager/supervisor is available and shares the supervisory burden, then reduce appropriately. Consider the hierarchy of supervision. A supervisor who supervises other supervisors **may be** a manager in this context.

Supervision of police staff and police officers in the same general area/doing the same job constitutes one group of staff.

Responsibility for overseeing work experience or short-term secondments are not classed as a supervisory responsibility. Longer term secondments may, however, qualify for shared/ full supervision depending on the length of the secondment /placement **and** the degree of responsibility.

Dispersal of Staff

Not considered to be dispersed if in same building on different floors. Similarly, same site different building.

If same base but mobile (eg) Cleaner, could be dispersed but the dispersal points would only count for the immediate supervisor of the dispersed staff (ie) Cleaning Supervisor for Cleaners.

Dispersal is not likely to apply to shifts where a supervisor is attached to the relief.

Homeworking as part of a flexible system of work would not ordinarily attract an award for dispersal.

Deputising/ Providing cover in the absence of

If deputy takes total control in absence of supervisor/manager (including total supervision) then likely to see one level lower than the manager. Must establish exactly what deputising /cover duties are undertaken.

NB. Deputising/providing cover is not generally acknowledged as a prime function in GMP.

Contract / Non direct staff

Could include in this category specials, partnerships, voluntary workers, agency staff, contract staff supporting a project.

When assessing the management of volunteers, assessment should be made as to the actual range of supervision required and scored accordingly.

Part time, Flexible or Variable Working Arrangements

Should be a head count (ie) the actual number of staff and not full time equivalent. However, consideration needs to be given to the number of posts a Supervisor/Manager has responsibility for. For example, the evaluation should take into account any vacant posts (given these will be filled at a certain point in time) and therefore not just based on the number of employees (headcount) at a given point in time. Basing the evaluation on the number of posts is a consistent approach.

Consideration will also need to be given for existing roles, submitted for review, whereby the head count now exceeds the number of posts (e.g. where multiple flexible working arrangements/job shares are now in place). But, also need to consider that these arrangements might not always be permanent and can change, hence why working to the number of posts is a consistent approach.

Training

The fact that a post is involved in training others does not automatically count in this factor. This factor looks at direct responsibility for staff under the control of the post.

Quality

Look at what kind of work the post is supervising - the quality of the work.

Common Rule

1 = no supervision; 2 = shared supervision; 3 = full supervision; 4 & 5 = management;
6 & 7 = planning/policy/corporate role

FACTOR LEVELS

LEVEL 1 On the job training is considered to be work familiarisation therefore do not automatically move into Level 2 if only providing on the job training. Developing and delivering on the job training is not supervision.

Involves no direct supervision of staff.

LEVEL 2 For occasional/shared supervision. Includes trainers within a formal classroom training environment of a group of individuals

If the post checks the quality of work how are any quality issues resolved? To score under this heading will require some direct contact with the employee on such issues. The interaction would be more (for example) than submitting draft documents to a word processing operator and correcting errors.

Responsibility for “allocation and checking of work” requires actual supervision and does not cover situations where support is being provided by a co-worker.

Tasking/allocating work as part of a project

If the post tasks/allocates/checks work on an ad hoc basis, related to a project, this would be level 2. For levels 3 or more, related to project work, the tasking/allocation/checking (Supervision or Management) would need to be on an ‘ongoing basis’, and be the main responsibility of the postholder (so not shared with others) and would include responsibility for most or all of the daily tasks carried out by those ‘supervised’. Refer to level 3 and level 4 guidance.

LEVEL 3 Administration in general is too wide to be considered as "one identifiable area" - encompasses finance, human resources, etc.

Expect to see significant overlap between the job descriptions of the employees and be able to identify commonality between the roles.

Full supervisory duties here - day to day supervision including, quality, allocation and discipline (supervision is task orientated).

'Work of a project nature'

The GLPC scheme now includes 'Direct supervision of at least one employee carrying out tasks in one identifiable area of work or, for example, **work of a project nature,** at level 3.

For level 3, related to project work, the tasking/allocation/checking of work would need to be on an 'ongoing basis' and be the main responsibility of the postholder (so not shared with others) and would include responsibility for most or all of the daily tasks carried out by those 'supervised'. At level 3, the responsibility would likely to be for 1 or 2 individuals and could include other supervisory responsibilities such as dealing with absence/welfare of individuals assigned to them. Level 4 in comparison, would include management of a 'group' and would include additional 'management' duties such as having control of delivery and outcomes, ensuring milestones are met, and would also include some supervisory/management responsibility for staff such as absence/welfare.

LEVEL 4 At this level more about planning and direction of staff than just day to day supervision and more than a group of staff in same area of work.
NB: By definition a group means more than one individual.

'Same general area of work': Work with a common objective/source - heading in same direction. Tasks performed may be different - would expect to see less or no overlap between job descriptions.

'Work of a project nature'

Level 4 would not only include the tasking/allocation/checking of work on an ongoing basis (and having main responsibility for this), it would also include the management of a 'group' (so multiple staff assigned to the project) and additional management duties such as having control of delivery and outcomes, ensuring milestones are met, absence/welfare.

LEVEL 5 Emphasis is on "more than one group" and different areas of work.

'Diverse tasks': Expect there to be no overlap and distance between the job descriptions.

'Same general type of work': Likely to be within one functional area.

LEVEL 6 Reflects strategic and policy activities or more than just one general discipline.

LEVEL 7 Refers to management, direction and co-ordination of staff across a wide range of functions.

Likely to be service managers for large chunks of service – borderline chief officer roles.

CREATIVITY AND INNOVATION

May want to substitute the words "problem solving" for "creativity" to assist in applying these factor levels. Creativity is not hierarchical. Does the post holder go their own way or work through procedures ?

NB: It is possible for staff to score higher than their senior/supervisor/manager here.

FACTOR LEVELS

LEVEL 1 Little problem solving. Routine tasks mostly covered by procedures or well understood practices and variations.

LEVEL 2 Well defined procedures - consider if we want people to follow procedures or allow them some flexibility to go their own way, if the former it would be Level 2, if the latter then Level 3 **might** apply. Some limited discretion.
Consider if "set up" of plant/equipment is involved.

Usually the minimum factor for someone with direct interaction with the public.

LEVEL 3 Working within defined guidelines and procedures which are known and understood but with some discretion to solve problems within existing framework. Procedures and/or well-established routines exist.

Example - research in one area where general practices are known involving the analysis and extrapolation of data for presentation purposes or for decision making, (ie) researching available statistics, collation, dissemination.

LEVEL 4 Freedom to act/devise new solutions are a daily and expected aspects to the role of the job.

At this level procedures may exist, but it is likely that:

- procedures or established routines are not always available.
- include researching problems and providing solutions on a regular basis including providing reports for local management.

Includes original research including the design for and collection of original data in non routine/widely varying activities.

LEVEL 5 This level includes research of significant problems from a "blank sheet of paper" where little guidance or support is available (eg) interpretation of new legislation.

No "off the shelf solutions" for some of the activities/problems - requires range of solutions/responses.

To qualify for this level in research posts, the research must be a significant part of the job where real and different problems are analysed, not just continual research in the same environment (ie) fresh and innovatory thinking is a normal part of the job.

Posts could be stand-alone expert and require an understanding of the problem equivalent to a professional discipline. Involved in the preparation of reports for senior management consideration.

LEVEL 6 Working at a corporate level. Policies are Force wide at this level (equal Council to Force). Not limited by precedent.

LEVEL 7 Major service implications.

CONTACTS AND RELATIONSHIPS

Consider who the regular contact is with and what it is about, (ie) not occasional contact.

FACTOR LEVELS

LEVEL 1 Generally within GMP (but may include routine external contacts) on non-contentious matters (eg) taking of messages for action by others.

Reasonable to include non-office-based workers, Post Room Assistants and word processor operators, etc. (includes message taking).

LEVEL 2 Contacts inside and outside the Force (eg) day to day contact concerning normal routine activities.

Would expect most general administrative /clerical posts to be at Level 2 since generally will be dealing with a range of queries and contacts both internal and external.

The routine contacts may largely relate to information exchange rather than an advisory role.

LEVEL 3 More than routine activity - comprehensive support/care/attention. Identifying service needs not just directive.

Where individuals work on their own and have to use initiative (eg) those at level 3 for knowledge and skills.

LEVEL 4 Does the individual make a decision about what is done? Can they commit resources? Authority to provide services is key. Can change normal routines following discussion.

LEVEL 5 May involve working directly with a client and deciding the next course of action. Material (tangible/noticeable) effect is very real and measurable.

Contentious could include important matters that have scope for alternative interpretations and outcomes would affect the contact in different ways. Contentious would cover contacts the outcome of which is high on the political/managerial agenda of the organisation.

Complex contacts will be those where the terms of reference for most contacts are not well defined and take place in the context of many variables, e.g. a wide range of diverse client needs, impact on other services, budgetary considerations, political priorities, impact (or otherwise) of precedents.

LEVEL 6 Significant implications - can change the nature of the service.

LEVEL 7 Matters progressively becoming more complex and contentious.

Substantial relates to shape, size, direction of service provided. Impact that will be in the broadest sense. Post holder <u>may</u> be authorised to act on behalf of Organisation regarding the service.

'Awareness of major policy objectives': In carrying out contacts the post is clearly not operating in a strategic vacuum. Post may still have a significant range of operational duties.

LEVEL 8 Senior Management/ top professional advisers, involvement in negotiation on behalf of the Force.

'Major' may relate to whether a service runs or not and the post holder <u>will</u> have the authority to act on behalf of the Organisation in regard to this service. In these circumstances the outcome of the contact will have depended on the skills used by the post holder in dealing with the consultation and negotiation.

'Substantial impact on resources': Could cover wide-ranging impact on budgets, allocation of human resources.

N.B: Where organisations are not applying the scheme to senior (non-Chief Officer) posts (e.g. Special Graded posts), few jobs (if any) are likely to achieve this level.

DECISIONS

About whom carries the can and has ultimate responsibility. Consider how constrained the post is by processes and orders. Can only delegate authority not responsibility. Bear in mind the degree of supervision over the post holder.

Discretion - level of power to make the decision
Consequence - outcome of decisions

It would be unusual to have more than one level difference between discretion and consequences and would not expect the level for consequences to be higher than discretion. .

Decisions taken in respect of staffing issues should have been recognised in the Supervision/ Management of People factor and **should not** therefore be recognised here.

Decisions with regard to the processing of evidence should be reflected in the Consequences sub factor (whereas responsibility for the safekeeping of evidence belongs in the Resources factor).

The Police service is based on people making recommendations as well as decisions (in some instances decision makers will be panels/committees). Must therefore regard the level of recommendations as equivalent to decisions, in some instances.

DECISIONS - DISCRETION SUB FACTOR

Discretion (freedom to act)

Can assume that working supervisors' discretion is generally higher than their staff.

FACTOR LEVELS

LEVEL 1 Problems are referred to supervisor

LEVEL 2 Advice is available, usually menu driven (ie) if A > B, if C > D.

Example - production of statistics involving collation/collection on a routine basis where decisions are made concerning unclear or ambiguous information/erroneous or poor classification/incorrect coding.

LEVEL 3 Up to and including Level 3 would all be working within general guidelines/precedents/ procedures - advice is available but not normally expected to be sought. At this level procedures may allow for some discretion in interpretation/application.

Example - statistics collation/collection in non-routine areas where real interpretation of the source data is required and where design of data collection methods is defined. Production of statistics/reports may influence decisions and actions taken by more senior managers.

LEVEL 4 The post sets the standards of work in that area. Leads to changes in important procedures. More freedom to decide how things will be done (eg) specialist post

making recommendations.

Levels 5 and 6 refer to reviewing and monitoring service and change.

LEVEL 5 For “whole service” read the Greater Manchester Police.

May involve significant evaluation of important policy areas utilising research skills which will produce significant recommendations for change.

LEVEL 6 For " whole council" read Greater Manchester Police.

DECISIONS - CONSEQUENCES SUB FACTOR

Consequences = impact of a decision not consequences of mistake.

Consider the level of impact on individual(s), the unit, branch, section, Department, Division, Force, external

N.B: Competence in the job must also be assumed and extreme and/or disastrous actions must also be excluded, e.g. criminal actions, accidents causing death, etc. In scoring this factor always assume satisfactory performance and do not focus on evaluating the consequences mistakes. In addition, the consequences of an error of judgement can only relate to actions for which the job holder has the direct responsibility for making decisions / judgements.

FACTOR LEVELS

LEVEL 1 Limited effect, quickly known (individual).

LEVEL 2 A short term effect of action affecting self and others.

LEVEL 3 Would have to affect more than individual level, significant implications.

LEVEL 4 Service provision here is less than Force wide. Would it stop the job ?

LEVEL 5 Service provision here is Force wide.

Posts at this level will be operating at the most senior level within the department/service area. The jobs will involve decisions affecting the whole department/service area with consequences for other departments/services.

RESOURCES

The factor seeks to measure day-to-day (or even hour-to-hour) responsibility, rather than overall accountability. On this basis, front line employees are more likely to have responsibility rather than the line manager.

There must be identifiable responsibility - consider if the individual has a key and is responsible for locking away the resources.

This is about physically handling resources, including evidence (ie) where a post has responsibility for the handling and safekeeping of evidence such as exhibits then at least Level 2.

Responsibility for budgets is not recognised in this factor (consider elsewhere - knowledge, creativity, decisions, etc.).

"Information" is not classed as a resource.

The borrowing of equipment to work at home (eg) lap top computers, should not be considered.

If resource is shared or not regularly used, consider a lower level.

FACTOR LEVELS

LEVEL 1 Includes authorising overtime, travelling and petty cash claims. Normal routine purchases, signing for/receipt of goods (including fuel). Includes handling/using radio, office equipment, computer, etc.

Encompasses office stationery and items of office equipment that do not need any special set up.

Post/stamp float (ie) cash of a nominal value.

Use of laptops and pagers/mobile phones.

LEVEL 2 Covers receipt of cash from members of the public. Holds a key for access to safe as **sole** key holder.

Shared responsibility for the safe keeping of stores, must be hands on (or sole responsibility where the store contains items equivalent to small items of equipment, hand tools etc.). It is expected that there is a risk that the items can be lost/stolen damaged and will be taken out of the building.

Takes any equipment out as a regular (more than 3 times per week) feature of the job and is personally responsible for it.

Handling small amounts of cash (at any one time/more than nominal (above £100) and occurs regularly. Or handling larger amounts, but with safeguards such that no more onerous.

The responsibility of handling/safe keeping of criminal evidence (must be original, not a copy/must be irreplaceable).

Includes responsibility for dogs, property store, firearms, large plant (with moving parts) operated on a shared basis, scooters

Example posts - Cleaners who are responsible for the safe keeping of equipment, staff operating machinery on a shared basis, staff operating forklift machinery.
, property office staff (if shared responsibility).

LEVEL 3 Handling large amounts of cash would not apply at this level unless the post holder has ultimate responsibility and accountability.

Vehicles - cars/vans/motorcycles/tractors – Note driving must be a regular feature.

Sophisticated equipment (equivalent to smaller plant, vehicles, etc.) that needs to be set up/moved (must be hands on). Note if shared responsibility/occasional use, the level should be reduced to 2.

Responsibility for horses

Sole responsibility of stores containing higher cost items and irreplaceable items (eg) museum artifacts

LEVEL 4 Larger vehicles - HGV/coaches

Regular use of large vehicles (more than 50 % of the working day).

LEVEL 5 There are no posts within GMP that would fulfil the criteria for this level

WORK ENVIRONMENT

The work environment factors presume that a risk assessment has been undertaken of the activities etc for any risks to be identified, actions identified, including any required training and wearing of protective clothing etc.

If the job entails pressure and stress, then Work Demands factor might be used rather than Work Context. Only consider factors external to the individual in working environment (eg) risk of assault from a member of the public and so on. Not necessarily hierarchical.

NB: Use Work Context for issues not covered by Work Demands/Physical Demands/Working Conditions. Evidence of risks (eg) accident rates, how often, etc.

WORK DEMANDS ELEMENT

Consider stress element and pressure of job.

The factor does not measure volume of work.

FACTOR LEVELS

LEVEL 1 Minimal effect of interruption. May be taken off one task and given another. Decision to change is not taken by the individual.

Individual knows what they are doing on a daily basis. Predetermined tasks – directed to change by supervision.

LEVEL 2 Dealing with the public, takes own decision to change tasks.

Individual has opportunity/need to change their daily workload and prioritise/ re-prioritise. Also includes deadlines that are predetermined/set (eg) payroll.

Those who work in a small office where manager/supervisor/other work colleagues they support are frequently out of office and therefore not always available for advice.

Discretion factor Level 2 may suggest some unpredictability in workload affecting tasks and routines.

Supervision/Management of People Level 2 may suggest unpredictability in workload demands.

LEVEL 3 Changes in work type.

Deadlines which are not predictable or are unplanned. Short notice deadlines (eg) production of a report/briefing paper within a short time constraint.

Staff who have a supervisory responsibility that involves the co-ordination of their own workload and workload of others necessarily including problem solving and unpredictability. Consider Level 3 as a minimum.

Minimum level if Supervision/Management of People = Level 4

LEVEL 4 Frequent changes (for frequent could substitute "regular" and this can differ depending on the nature of the job, learning curve etc)

Conflicting priorities - "keeping all the plates spinning".

Has an impact on service provision, usually allocates resources.

LEVEL 5 Management of "constant" change (ie) nearly all the time, and conflicting priorities.

PHYSICAL DEMANDS ELEMENT

FACTOR LEVELS

LEVEL 1 Office based, desk work - normal physical effort. Keyboard operation falls into this level.

LEVEL 2 Work involves some lifting of objects as a feature of the job, bending, carrying, climbing ladders.

LEVEL 3 "Substantial" - Work involves lifting heavy objects or the physical movement of heavy equipment for most of the working day.

LEVEL 4 "Intense" - All the time.

WORKING CONDITIONS ELEMENT

FACTOR LEVELS

LEVEL 1 Inside. Mostly office-based work.

LEVEL 2 Doesn't have to be inside and outside could be either.

'Heat, cold' covers extremes of high or low temperature as a feature of the job, not an incidental occurrence.

LEVEL 3 Work may be inside but within a warehouse type environment for most of the time (eg) Engineering Officers.

LEVEL 4 Working outside for most of the day being subject to the vagaries of the weather (eg) Police Community Support Officers.

WORK CONTEXT ELEMENT

Assume everyone works safely under the requirements of the Health and Safety at Work etc Act but consider trauma aspects - external influences that are difficult to control - risk of injury.

Emotional as well as physical.

FACTOR LEVELS

LEVEL 1 Minimal = doesn't happen very often. Primarily office based.

Consider if health and safety risk assessment has eliminated all risks.

LEVEL 2 Consider trauma here (and in higher levels).

Examples for this level:
Carry money to bank alone.
Contact with the public in potentially confrontational situations and within a controlled environment.
Attending scenes/incidents but little or no interaction with the public.
Constant typing of stressful material.
Possibility of trauma through "distant contact", e.g. over the radio or telephone.
Acting in a support role to individuals in a stressful situation.

It could cover jobs where there is some risk from bending lifting, climbing, the use of equipment.

LEVEL 3 Perhaps front-line staff operating without recourse to others for immediate backup where may be required.

Examples for this level:
Trauma of exposure to a cadaver.
Regular contact with public in confrontational situations.

LEVEL 4 Substantial risk (eg) Police Community Support Officer, Groom, Kennel Assistant

Examples for this level:
Dealing with dogs, horses - unpredictability of animals.
Constantly working alone (without immediate backup) in confrontational situations with the public.

KNOWLEDGE AND SKILLS

Look at this area last - given all the preceding factors what knowledge and skills are required.

Knowledge and skills are the **inputs** required to do the job. What do we require an individual to bring with them to the job.

Management of People, Creativity and Innovation, Contacts and Relationships, Decisions (discretion and consequences) are all **outputs** - what the demands of the job are.

Resources and work environment factors (work demands, physical demands and work context) relate to the **context** of the job.

Look at Knowledge and Skills for the work and then add any supervisory/management skills that are additional skill areas. Management of projects is an additional skill that could be recognised in this factor.

Beware of relying solely on qualifications.

FACTOR LEVELS

LEVEL 1 Can the individual do the job after only basic induction?

LEVEL 2 Task = part of an activity. Activity = part of a job. If we require the individual to already possess skills/knowledge (eg) keyboard skills.

LEVEL 3 Formal qualification could be recognised here (eg) NVQ.
Although "essential" possession of a qualification in itself does not automatically take the post to Level 3, must also consider whether the tasks are more involved.

Expectation that the postholder should be able to use the knowledge and skills to have a significant **input** to the way that the activities are carried out.

LEVEL 4 Specialist discipline includes the management discipline - we are talking about advanced tasks. If post was given Level 4 under Supervision/Management of People then perhaps consider Level 4 here.

For level 4 and the following levels, need to consider definition of functions and specialist disciplines. (Eg, functions such as HR, Crime, Neighbourhoods and specialist disciplines such as Management, Communication/negotiation skills (would need to ensure the skills are required in sufficient depth to consider being a discipline),

Use of IT – do not over assess the level. For many jobs the level of skills required in using Word, Excel is not of sufficient depth to be considered a discipline. Would need to identify complex applications to justify an award at this level.

LEVEL 5 Both technical specialist **and** a manager in many cases (but not necessarily all).

LEVEL 6 At the cutting edge (eg) making recommendations in a specialist discipline.

'Diverse range of specialist disciplines': To be diverse the disciplines should have little or no overlap between their constituent elements.

'Advanced/high level knowledge and skills in a specialist discipline': One definition of 'advanced/high level' would be the organisations' 'expert' in a particular discipline. This does not assume that there can only be one expert.

LEVEL 7 Assistant Director level or equivalent with a range of responsibility for specialist disciplines.

Requires expertise in more than one discipline (a range would suggest 3 or more).

LEVEL 8 Not many will score here. Asking for a wide range of disciplines and complex.

Digital Forensic Technician – GRADE D/E

Factor	Level	Points	Level	Points
Management of People	110	16	110	16
Creativity and Innovation	2	40	3	52
Contacts and Relationships	3	56	3	56
Decisions: Decisions: Consequences	3 2	52 24	3 2	52 24
Resources	2	20	2	20
Work Demands	3	24	3	24
Physical Demands	1	6	1	6
Working Conditions	1	6	1	6
Work Context	2	16	2	16
Knowledge and Skill	3	112	4	144
	Total Points	372		416
	Grade	D		E

Log

[redacted] uploaded JD/JEQ. Checked if the tracked changes have been accurately applied against the existing published version. They haven't unfortunately. [redacted] has queried with [redacted].

12.05.2026: [redacted] spoke to [redacted]. The tracked changes have been made by multiple individuals and the original tracked changes have now become lost. In order to progress the paperwork on 13.05.2026 to panel members, and due to the significant changes made to the JD, this may have to be presented as a new JD, rather than tracked changed.

13.05.2026: [redacted] checked with [redacted], as the unions also usually want to see tracked changed versions prior to consultation. Agreed that we would accept the tracked changes on this JD (so that the JD looks clean for evaluation purposes) and HR Change would work on producing a tracked changed version for the purpose on consultation/unions. [redacted] accepted the tracked changes and sent a copy of the JD to [redacted] to allow HR Change to work on this in the background. CC'd [redacted]

05/06/2026 ([redacted]): Panel discussed 21st May, scores were mostly aligned. Of concern, Creativity appears to be low (information received indicates role is heavily guided with little creativity - would need work examples to raise it). Resources: see comments above 2182s. Work Demands overlap with role above (therefore likely to settle as 3; needs to be queried).

11/06/2026 ([redacted]): Additional information received verbally (Teams) from Line Manager 09/06/2026, draft final rational sheets produced and sent to panel members. Awaiting final confirmation from panel members. In particular, C&I and WDem must be resolved (hence scores highlighted opposite).

17/06/2026 ([redacted]): Panel members all came back confirming that they are all happy with the scores & the information on the raitionale sheets.

23.08.2026: [redacted] tidied up JD ready for consultation and sent to [redacted] (cc [redacted]).

Digital Forensic Investigator – GRADE F/H

Factor	Level	Points	Level	Points
Management of People	110	16	110	16
Creativity and Innovation	3	52	4	64
Contacts and Relationships	3	56	4	74
Decisions:	3	52	4	68
Decisions: Consequences	3	36	3	36
Resources	2	20	2	20
Work Demands	3	24	4	32
Physical Demands	1	6	1	6
Working Conditions	1	6	1	6
Work Context	2	16	2	16
Knowledge and Skill	4	144	4	144
	Total Points	428		482
	Grade	F		H

Log

[redacted] uploaded JD/JEQ. Checked if the tracked changes have been accurately applied against the existing published version. They haven't unfortunately. [redacted] has queried with[redacted]

12.05.2026: [redacted] spoke to[redacted] The tracked changes have been made by multiple individuals and the original tracked changes have now become lost. In order to progress the paperwork on 13.05.2026 to panel members, and due to the significant changes made to the JD, this may have to be presented as a new JD, rather than tracked changed.

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05/06/2026 ([redacted]): Panel discussed 04/06/2026, majorities obtained for most scores however panel mainly had questions over the extent of Supervision (at higher end, role is described as covering supervisor absences (in terms of coordination; not formal line management responsibility). Panel didn't feel problem-solving was well-demonstrated at the lower end, may need working examples. Resources: see comments above 2182s.

11/06/2026 ([redacted]): Additional information received verbally (Teams) from Line Manager 09/06/2026, draft final rational sheets produced and sent to panel members. Awaiting final confirmation from panel members. In particular, C&I and WDem must be resolved (hence scores highlighted opposite)

17/06/2026 ([redacted]): Panel members all came back confirming that they are all happy with the scores & the information on the raitionale sheets.

23.08.2026: [redacted] tidied up JD ready for consultation and sent to[redacted] (cc[redacted]).

Senior Digital Forensic Investigator – GRADE I

Factor	Level	Points
Management of People	110	16
Creativity and Innovation	5	76
Contacts and Relationships	5	92
Decisions: Decisions: Consequences	4 3	68 36
Resources	2	20
Work Demands	4	32
Physical Demands	1	6
Working Conditions	1	6
Work Context	2	16
Knowledge and Skill	4	144
	Total Points	512
	Grade	I

Log

[redacted] uploaded JD/JEQ. [redacted] to compare the JD to the grade I of the G/I JD for background information.

13.05.2026: This is a new JD but contained tracked changes (which is confusing). [redacted] accepted the tracked changes so as to present the JD as a new one to panel members (and sent [redacted] a copy for her info).

05/06/2026 ([redacted]): Panel discussed 04/06/2026, majorities obtained for most scores however panel mainly had questions over the extent of Supervision (leading investigations / tasking other members of staff, peer-review and QA work), the extext of Creativity (Innovation), and impact of Contact (i.e. effect on investigative strategy). Need working examples. Of note, the panel struggled to justify a level 5 for Knowledge as couldn't articulate a wide range of activities / specialisms. In order to achieve the desired Grade I will need working examples to justify Creativity / Contact Level 5 -OR- Knowledge Level 5. Resources: see comments above 2182s.

11/06/2026 ([redacted]): Additional information received verbally (Teams) from Line Manager 09/06/2026, draft final rational sheets produced and sent to panel members. Awaiting final confirmation from panel members. In particular, C&I and C&R must be resolved (hence scores highlighted opposite)

17/06/2026 ([redacted]): Panel members all came back confirming that they are all happy with the scores & the information on the raitionale sheets.

23.08.2026: [redacted] tidied up JD ready for consultation and sent to [redacted] (cc [redacted]).

Digital Forensics Assistant Manager – GRADE K

Factor	Level	Points
Management of People	430	70
Creativity and Innovation	5	76
Contacts and Relationships	5	92
Decisions: Decisions: Consequences	4 3	68 36
Resources	2	20
Work Demands	4	32
Physical Demands	1	6
Working Conditions	1	6
Work Context	2	16
Knowledge and Skill	5	176
	Total Points	598
	Grade	K

Log

[redacted] uploaded JD/JEQ. Checked if the tracked changes have been accurately applied against the existing published version. They haven't unfortunately. [redacted] has queried with[redacted].

12.05.2026: [redacted] spoke to[redacted] The tracked changes have been made by multiple individuals and the original tracked changes have now become lost. In order to progress the paperwork on 13.05.2026 to panel members, and due to the significant changes made to the JD, this may have to be presented as a new JD, rather than tracked changed.

13.05.2026: [redacted] checked with[redacted] as the unions also usually want to see tracked changed versions prior to consultation. Agreed that we would accept the tracked changes on this JD (so that the JD looks clean for evaluation purposes) and HR Change would work on producing a tracked changed version for the purpose on consultation/unions. [redacted] accepted the tracked changes and sent a copy of the JD to[redacted] to allow HR Change to work on this in the background. CC'd[redacted]

05/06/2026 ([redacted]): Panel discussed 21st May, scores mostly aligned. Supervision (Dispersal) and Resources to be finalised. Staff based in one location except DMI's who are spread out on district, but JEQ states these supervised day-to-day by Coordinators, and oversight by an Operations Manager, therefore fairly certain dispersal doesn't apply. Some panel uncertain over whether Resources can be credited for the handling of devices (responsibility sits with Manager), but existing roles received a 2 JE conventions do cite "responsibility of handling / safekeeping of criminal evidence", it can also be benchmarked against other roles (Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, etc.). Likely outcome Grade K.

11/06/2026 ([redacted]): Additional information received verbally (Teams) from Line Manager 09/06/2026, draft final rational sheets produced and sent to panel members. Awaiting final confirmation from panel members.

17/06/2026 ([redacted]): Panel members all came back confirming that they are all happy with the scores & the information on the raitionale sheets.

23.08.2026: [redacted] tidied up JD ready for consultation and sent to[redacted] (cc[redacted]).

Digital Forensic Investigation Supervisor – GRADE J

Factor	Level	Points
Management of People	320	52
Creativity and Innovation	5	76
Contacts and Relationships	5	92
Decisions: Decisions: Consequences	4 3	68 36
Resources	2	20
Work Demands	4	32
Physical Demands	1	6
Working Conditions	1	6
Work Context	2	16
Knowledge and Skill	5	176
	Total Points	580
	Grade	J

Log

[redacted] uploaded JD/JEQ. [redacted] to check quality of JEQ before distribution to panel members and to check tracked changes have been applied against existing pubished JD.

19.08.2026: [redacted] checked if the tracked changes have been accurately applied against the existing published version. They haven't unfortunately. This will be similar to the other Digital JDs, whereby the tracked changes had been made by multiple individuals and the original tracked changes had become lost. Therefore, panel lead to ensure panel members are aware that the tracked changes are not a reflection on changes to the existing JD. The JD will be evaluated from scratch anyhow.

28.08.2026: JDs/JEQs discussed by panel. Concerns raised over number of roles (layers) within the unit, as this can result in overlapping scores / make it difficult to arrive at distinct grades for each role (seen here as evaluated scores for the Snr Investigator 2182s / Asst Manager 2181s overlap). However based on available information about each role, despite each role being different panel agreed that factor scores overlap in some areas (i.e. Creativity) under the wording of the JE scheme.

Most debated was K&S factor, as Person Specification remains mostly the same as the Snr Investigator (slightly less emphasis on handling investigations, but additional points re: management and oversight). In the Snr Investigator role, the panel had difficulty identifying diversely different skillsets and felt that the skills applied in the role were better reflected in the Creativity / Contact. However panel felt this rationale could not be applied here, as the management aptitude increases the skillset applicable to the role. K&S Level 5 was therefore agreed. Fortunately this results in a distict grade that differs from the Snr Investigator / Asst Manager role.

28.08.2026: [redacted] tidied JD and sent to Project Team/HR Change.

Digital Forensic Technician Supervisor – GRADE I

Factor	Level	Points
Management of People	320	52
Creativity and Innovation	4	64
Contacts and Relationships	4	74
Decisions: Decisions: Consequences	4 3	68 36
Resources	2	20
Work Demands	4	32
Physical Demands	1	6
Working Conditions	1	6
Work Context	2	16
Knowledge and Skill	4	144
	Total Points	518
	Grade	I

Log

[redacted] uploaded JD/JEQ. [redacted] to check quality of JEQ before distribution to panel members and to check tracked changes have been applied against existing pubished JD.

19.08.2026: [redacted] checked if the tracked changes have been accurately applied against the existing published version. They haven't unfortunately. This will be similar to the other Digital JDs, whereby the tracked changes had been made by multiple individuals and the original tracked changes had become lost. Therefore, panel lead to ensure panel members are aware that the tracked changes are not a reflection on changes to the existing JD. The JD will be evaluated from scratch anyhow.

28.08.2026: JDs/JEQs discussed by panel. A number of entries in the JD/JEQ has been pasted over from the Investigation Supervisor 2227s role (with some points relating to Investigations work removed), therefore the panel arrived at slightly lower scores. However, a particular concern is that discussions with the local area indicated that the role operates at a lower level, therefore the provisional grade outcome for this evaluation may be too high. [redacted] to feed back to project team, as JD/JEQ may need review to ensure it accurately represents the role.

The panel had some debate over the K&S factor, as Person Specification is similar to Investigation Supervisor. The panel felt this was role was distinctly different due to not being so involved in the investigations side, assessing and managing multiple casework, with the interactions / decisions etc. that arise from it, and therefore felt that the knowledge & skills required for the role were lower.

28.08.2026: [redacted] tidied JD, flagged the issue around the JD/JEQ and left the grade blank on the JD for the time being.

01.09.2026: Confirmation received from SLT/Project Team that the JD/JEQ are an accurate reflection and therefore grade is I.

02.09.2026: For completeness, [redacted] added grade I to the tidied up JD and sent over to HR Change co[redacted].

Further notes of guidance regarding Management of People:

The Management of People Factor is made up of three numbers.

The first number is the Factor level obtained in the Job Evaluation process.

The second number relates to the number of staff supervised/managed.

Every post will have at least a '1' as the second number and increases if the numbers of staff supervised/managed is higher – as follows:

Up to 5 staff (including 0 staff) - 1

6-15 staff - 2

16-49 staff - 3

Over 49 staff - 4

The third number is '0' unless an award for dispersal of staff is appropriate, then the third number will be a '1' and result in an additional six points.
This is only the case for Management of People levels 1-5.
Levels 6 and above will not receive any additional points for dispersal of staff.

Examples

MOP - 431
4 = Factor Level
3 = 16-49 staff (70 points)
1 = dispersal of staff (additional 6 points)

MOP - 510
5 = Factor Level
1 = up to 5 staff (64 points)
0 = no dispersal of staff (no additional points)

MOP - 110
1 = Factor Level
1 = up to 5 staff (which includes 0 staff – always give a '1')
0 = no dispersal of staff (no additional points)

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Post: Forensic Case Management and Reception Assistant Manager
Branch: Forensics
Ref Number: 2193s

Important Notes	

Factor	Factor Level	Points	Rationale	Comparison 1
Supervision / Management	530	**76**	Direct line management responsibility for 28.5 FTE. May reduced 22 FTE. The role includes management responsibility for more than one group of employees undertaking diverse tasks within the same general area of work, specifically supervisors and staff within the Forensic Case Management Unit and the Forensic Reception Unit. Level 4 would be applicable if it involved managing only one group of staff. post manages more than one group, therefore level 5 should apply. All staff (Vestigo House). Factor for disperal of staff not applicable No dedicated manager post within the structure for these business areas, deputise for the Head of Governance and, where required, for the Head of Physical Forensics.	
Creativity & Innovation	5	**76**	Undertakes research and trials to develop guidance and technical specifications, identifying and applying appropriate solutions to forensic requirements. Work is regulary approached from a blank sheet, requiring, creativity and innovation, with final proposals subject to sign-off by the Head of Department. Demonstrates a high level of creativity and innovation by identifying and implementing improvements to forensic techniques in response to changing scientific and technical developments. As a subject matter expert, designs bespoke forensic strategies through the application of specialist professional knowledge, translating research and trial outcomes into practical operational solutions. Resolves complex problems to ensure forensic services and processes remain efficient, effective and compliant with relevant regulatory and quality standards	
Contacts & Relationship	5	**92**	Regular contact with staff within the unit and key customers across GMP. Attends national meetings, representing GMP in engagements with contractors and wider partners. When attending external meetings, the post holder is responsible for effectively communicating GMP's position, contributing to discussions, and influencing direction of travel at a national level. The role also dealing with complex and sensitive matters, requiring clear communication and balanced judgement. The post holder is responsible for making decisions that may not always align with the views of the investigating officer or the agreed investigative strategy. As such they must demonstrate influencing, and negotiation skills, enabling them to resolve issues with investigators, senior leaders, partner agencies, and external providers and range of different areas,contract management - discuss disclosure of information for criminal investigation purposes Demonstrated careful consideration and balancing of evidential integrity, accreditation requirements, and operational priorities/ demands.	
Decisions - Discretion	5	**84**	Full operational responsibility for the day to day management of unit resources and budget. Has high level of discretion in making decisions .accountable for ensuring compliance with relevant policies, procedures, and governance requirements. Has authority for making all decisions within their respective area, advice may be sought from the Head of Physical Forensic Services or, alternatively, from other members of the Senior Leadership Team (SLT). represent GMP and make decisions on its behalf at national meetings, is feature of the role.	

Decisions - Consequences	4	**48**	Decisions impacts the effective delivery of the service by ensuring that all required standard are met. This supports GMP in maintaining compliant, forensic services. Errors in the processing of forensic identifications, or in the management and handling of biometric samples, may result in non compliance with relevant legislation. Such failures could lead to missed investigative opportunities, the provision of unlawful or inaccurate information to investigations, unlawful arrests or actions, miscarriages of justice, and a significant impact on public trust and confidence in policing. Risk Poor decision making = forensic accreditation status at risk, impacts on service delivery and organisational reputation.	
Resources	1	**10**	Staff within the wider team have responsibility for the counting and secure storage of cash received by the Forensic Unit. Post holder has overall managerial accountability for this function, they handlie cash on an exceptional basis, for example to cover staff abstraction. Cash handling does not form part of the role duties. Therefore factor level 1 should apply	
Work Demands	4	**32**	Work is generated by Force priorities set by the Chief Officer Team and through the Force Control Strategy (POAP), alongside emerging incidents and crime at Force level. The role is therefore required to respond to frequently changing and competing priorities, with priorities typically shifting multiple times each week and often daily during periods of high demand	
Physical Demands	1	**6**	Office based on handling heavy good not a regular feature of role, ad hoc	
Working Conditions	1	**6**	Office based role with occasional travel	
Work Context	2	**16**	The role is primarily office based. Physical risks associated with the post are limited managed through established Health and Safety risk assessments, with appropriate control measures and mitigations in place. (initial thought Factor 1 may able) Discussion, Emily clarified that the post holder's duties include the development of forensic examination strategies. This requires the regular review of forensic material, including photographs relating to RTC and murders. deceased etc, on a frequent (weekly) basis. As a result, the role involves sustained exposure to potentially distressing and traumatic material. The panel therefore awarded relevant factor level 2i in recognition of the nature, frequency, and impact of this exposure.	
Knowledge & Skills	6	**208**	extensive specialist knowledge of physical forensic science across multiple forensic disciplines, complex analytical skill to develop work stream support serious, sensitive and high risk investigations. Subject matter expertise as does not have a managment post above them. lead for that area - Not really Assistant Management Positon as does not have a manager that they report to - report directly Head of Department. Knowledge of forensic regulations, accreditation and quality assurance and vailidation requirement. Advanced technical knowledge High level leadership and people managemen skils and knowledge, including performance, conduct, capability, welfare and succession planning, as they have management responsibility for different group of staff.	
Total	**654**			
Grade	**L**			

Well developed decision making, influencing and negotiation skills, enabling the post holder to resolve complex or contentious issues with senior investigators, senior leaders, partner

Comparison 2	Comparison 3	Questions / Notes
		[redacted] was asked to clarifiy role of the post holder at external meeting when representing GMP

		This element is not inlcued in the JD so [redacted] was asked to revisit the JD to ensure this is reflect in the JD

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Post: Digital Forensic Assistant Manager
Branch: VH Serious Crime Division (Forensic Services)
Ref Number: 2181s

Important Notes	This role replaces GRADE K, Digital Forensic Operations Supervisor Note: Sat above this role is a GRADE L, Digital Forensic Investigation Unit Manager

Lower

Factor	Factor Level	Points	Rationale	Previous Scores	Comparison 1	Comparison 2	Comparison 3	Questions / Notes
Supervision / Management	430	**70**	The role provides oversight of multiple digital forensic teams, managing staff, resources, workflows and performance across both the investigative and laboratory functions. Direct line management of 9 staff but it is shared between 3 people - so managing 3 staff in = 520 OR including second line management - 95 in total divide by 3 - 31.66 staff managing each = 530 - As per 5 across diverse tasks in the same general type of work - Digital Forensics, Digital Media, IT Solutions/systems, Short term absense cover - is it deputising? Recent examples include leading the replacement of the case management system, implementing an automation solution to improve processing efficiency, evaluating a digital forensic review platform, and coordinating changes required to comply with new legislation relating to AI generated child abuse material. Project teams may consist of supervisors, technical practitioners, subject matter experts and partner departments, with the Digital Forensic Investigations Manager responsible for directing work, coordinating activity, setting priorities and ensuring successful delivery of outcomes.- point for deputising?	N/A				
Creativity & Innovation	5	**76**	- Respons ble for the operational leadership, coordination and day to day management of the Digital Forensics, ensuring the delivery of a high quality, efficient and compliant digital forensic service to Greater Manchester Police. - The role maintains governance, accreditation and quality standards in line with the Forensic Science Regulator's Code of Practice and ISO 17020/17025. - The Digital Forensic Operations Manager acts as a senior technical and investigative advisor, provides direction on digital forensic strategy, and functions as the escalation point for prioritisation decisions, submissions and complaints. - designing or adapting digital forensic methods, improving workflows, implementing new software or systems, and revising processes to maintain compliance with accreditation standards and changing legislation. Innovation also involves working collaboratively with other departments such as Investigation Teams, ITDD, the Change Branch, Legal Services and Occupational Health when developing new solutions, interpreting legal/organisational requirements, managing welfare considerations, and ensuring that new systems or processes are operationally viable. The post holder regularly identifies opportunities to streamline complex technical tasks, improve case management approaches, and introduce more efficient or legally robust methods of handling digital evidence. - The points in the JEQ - •Managing difficult or contentious escalation decisions, including appeals relating to prioritisation or disagreements on forensic scope. •Responding to legislative or policy changes, requiring immediate adaptation of processes to remain compliant. - The work carries significant operational, legal and investigative risk, as incorrect handling or interpretation of digital evidence can directly affect criminal justice outcomes. - designing or adapting digital forensic methods, improving workflows, implementing new software or systems, and revising processes to maintain compliance with accreditation standards and changing legislation. Innovation also involves working collaboratively with other departments such as Investigation Teams, ITDD, the Change Branch, Legal Services and Occupational Health when developing new solutions, interpreting legal/organisational requirements, managing welfare considerations, and ensuring that new systems or processes are operationally viable. - Experienced in creating and coordinating policy, procedures, and processes relating to digital forensic investigations and digital policing tactics. - Experienced in project management and/or assisting with managing change processes within a technical environment. - THE GREEN POINTS IN JD - Ability to develop and utilise new technologies to further improve the effective and efficient provision of digital forensics. -	N/A				
Contacts & Relationship	5	**92**	- Experience in attending/leadmeetings and working with Senior Investigators to direct digital investigation strategy. - Experienced of dealing with escalations and complaints from the Criminal Justice System. - JD blue points - Ability to communicate at a variety of levels within the organisation to influence and negotiate change. - Ability to develop partnerships with both internal and external partners. - The post represents GMP across a range of internal and external forums. - role also represents GMP during UKAS accreditation assessments, supporting compliance with ISO 17020/17025 and the Forensic Science Regulator's Code of Practice.	N/A				
Decisions - Discretion	4	**68**	4.Decisions which lead to the setting of working standards in the provision of operational services and/or decisions leading to changes in important procedures or service practice. 5.Posts which have a major responsibility for monitoring and evaluating important policy, service practice and provision affecting a whole service, for making recommendations for change and for managing their implementation.	N/A				
Decisions - Consequences	3	**36**	3.Decisions which have significant implications for the service or significant effects on employees or other individuals or other organisations. 4.Decisions which have a major impact on service provision, the public or other organisations.	N/A				
Resources	1	**10**	JEQ	N/A				
Work Demands	4	**32**	- Ability to work well under pressure, maintaining awareness of a high number of investigations and prioritising workload accordingly. - Has the ability to manage a variety of different workloads, possessing the aptitude to modify plans and priorities. - Ability to deliver objectives and make considered decisions under pressure and within tight timescale to meet the needs of critical and dynamic cases and situations. - 4. Conflicting priorities - "keeping all the plates spinning". Has an impact on service provision, usually allocates resources.	N/A				
Physical Demands	1	**6**	JEQ mentions but N/A	N/A				
Working Conditions	1	**6**	JEQ mentions but N/A	N/A				
Work Context	2	**16**	- □Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance. □Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence. - Ability to deal with serious or potentially disturbing material. -	N/A				
Knowledge & Skills	5	**176**	JD Pers Spec points in Education + a lot of Es for knowledge. - 5.Ability to undertake work of a range of advanced activities: EITHER applying to more than one function which requires detailed knowledge and skills in a specialist discipline; OR applying to one function which requires detailed knowledge and skills in more than one specialist discipline. LEVEL 6At the cutting edge (eg) making recommendations in a specialist discipline. 'Diverse range of specialist disciplines': To be diverse the disciplines should have little or no overlap between their constituent elements. 'Advanced/high level knowledge and skills in a specialist discipline': One definition of 'advanced/high level' would be the organisations' 'expert' in a particular discipline. This does not assume that there can only be one expert.	N/A				
Total	**588**							
Grade	**K**							

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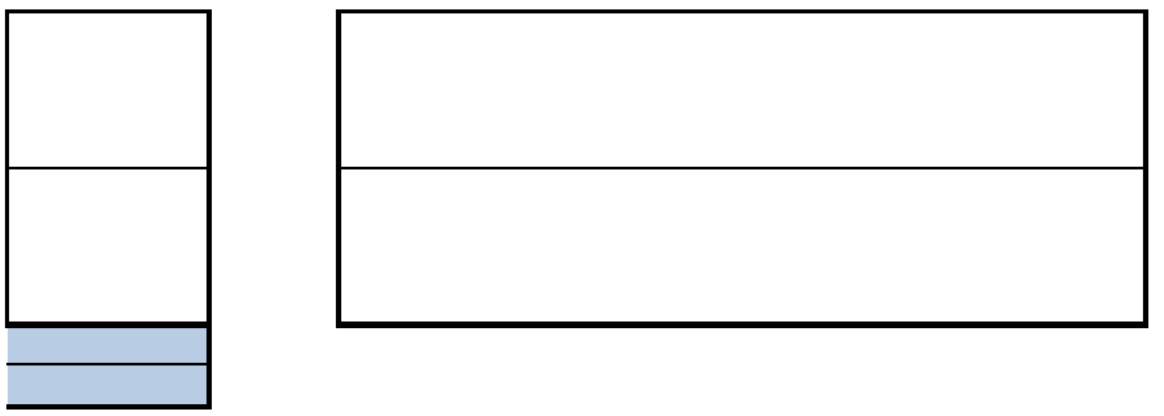
Post: Senior Digital Forensic Investigator
Branch: VH Serious Crime Division (Forensic Services)
Ref Number: 2182s

Important Notes	The existing GRADE G/I, Digital Forensic Investigator role has been reworked, with the higher end (Grade I) of that role likely to have split out into this new role.

Factor	Lower Factor Level	Points	Rationale	Previous Scores	Comparison 1	Comparison 2
Supervision / Management	210	**28**	110/210?? JD - ▪Provide cover for the Digital Forensic Investigation Supervisor as required, including attendance at meetings, and providing supervision of the Digital Forensic Investigation Team and Digital Forensic Laboratory operations during evening and weekend shifts. - ▪To act as a mentor for less experienced members of the unit providing continuous development, training, peer review and support. - Acted as the lead Digital Forensic Practitioner on large and/or complex investigations and direct the work of other staff members.	N/A		
Creativity & Innovation	5	**76**	frequent creativity and innovation would be required when conducting advanced and complex digital forensic examinations/investigation. Alot of highlighted points in JD. 4.Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines. Alot of significant/advanced experiences	N/A		
Contacts & Relationship	4	**74**	JD Ability to communicate with Senior Investigators to provide advice and inform strategic direction relating to digital investigations. - Ability to convey difficult messages and use a range of communication techniques at different levels within the organisation. -	N/A		
Decisions - Discretion	4	**68**	- Ability to deliver objectives and make considered decisions under pressure and within tight timescale to meet the needs of critical and dynamic cases and situations. - LEVEL 4The post sets the standards of work in that area. Leads to changes in important procedures. More freedom to decide how things will be done (eg) specialist post making recommendations. -	N/A		
Decisions - Consequences	3	**36**	- LEVEL 3Would have to affect more than individual level, significant implications. - It mainly affects forensics dept/investigations - but can that affect members of the public?	N/A		
Resources	2	**20**	▪When required to, receive property for digital forensic examination and in line with the unit policies.	N/A		
Work Demands	3	**24**	JD points - Ability to proactively manage caseloads, assessing risk, prioritising, and dynamically adapting to change. - Has the ability to manage a variety of different workloads, possessing the aptitude to modify plans and priorities. - Ability to work well under pressure, maintaining awareness of multiple investigations and prioritising workload accordingly. - - Interruptions & conflicts occur daily, often requiring rapid adjustment of priorities and expert decision making under pressure.	N/A		
Physical Demands	1	**6**	I would've thought attending scene but maybe not as much.	N/A		
Working Conditions	1	**6**		N/A		

Work Context	2	**16**	▪Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance. - do they see dead body/images? Could be a 3	N/A		
Knowledge & Skills	4	**144**	A lot of Es on Pers Specs. + a lot of high-levelled/detailed knowledge of different skills and areas.	N/A		
Total	**498**					
Grade	**H**					

Comparison 3	Questions / Notes



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Post: Digital Forensic Technician
Branch: VH Serious Crime Division (Forensic Services) 2184s
Ref Number:

Important Note	Business area is seeking a career-graded post (therefore two sets of scores will be needed for the lower / higher grade). This JD replaces the existing D/F Digital Forensic Evidence Examiner role in the branch. We're advised that Grade F duties have been separated out of this JD, which explains why the branch anticipate a lower careet grade D/E for this evaluation.

	Lower		Higher					
Factor	**Factor Level**	**Points**	**Factor Level**	**Points**	**Rationale**	**Comparison 1**	**Comparison 2**	**Comparison 3**
Supervision / Management	110	**16**	110	**16**	No MoP			
Creativity & Innovation	3	**52**	3	**52**				
Contacts & Relationship	3	**56**	3	**56**				
Decisions - Discretion	3	**52**	3	**52**				
Decisions - Consequences	2	**24**	2	**24**				
Resources	2	**20**	2	**20**				
Work Demands	3	**24**	3	**24**	Could it be 4? JEQ mentions similar points to Assistant Manager role.			
Physical Demands	1	**6**	1	**6**				
Working Conditions	1	**6**	1	**6**				
Work Context	2	**16**	2	**16**	JD - ▪Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance.			
Knowledge & Skills	3	**112**	4	**144**				
Total	**384**		**416**					
Grade	**D**		**E**					

Questions / Notes

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Forensic Case

Post:

Forensics

Branch:

2193s

Ref Number:

Important Notes

Factor	Factor Level	Points
Management of People	530	**76**
Creativity & Innovation	5	**76**
Contacts & Relationship	5	**92**

Decisions - Discretion	5	**84**
Decisions - Consequences	4	**48**
Resources	1	**10**
Work Demands	4	**32**
Physical Demands	1	**6**

Working Conditions	1	**6**
Work Context	2	**16**
Knowledge & Skills	6	**208**
Total	**654**	
Grade	**L**	

: Management and Reception Assistant Manager

Why is this called Assistant Manager and not Manager?

JD

1 x Forensic Case Mgt Spvr plus 12 x staff
1 x Forensic Reception Spvr plus 10 staff
Reports to Head of Forensic Governance as line manager but also to Head of Physical Forensics for anything technical.

Ensure compliance with Forensic Science Regulator Code of Practice and other legislative requirements.
•Develop and contribute to policy implementation, business continuity planning and the communication of resilience arrangements to operational teams.
- Ensure effective budget oversight and management for Forensic Case Management and Reception Units and Force Corporate Forensic Science budget, supporting the preparation of bids and effective monitoring and reporting, producing budget information as required, ensuring value for money at all times.
- leading the development, delivery and authorisation of physical forensic analytical strategies relating to all aspects of Physical Forensic Science and associated legislation in support of investigations and the Criminal Justice System.
- Prepare reports, management information and statistical data for the Forensic Services SLT.
•Support the development and delivery of policy, procedure and good practice in relation to physical forensic science, delivering the strategic direction in relation to physical forensic related issues.
•Carry out forensic reviews in relation to the application of Physical Forensic science for investigations, including major, complex and cold case investigations, identifying Physical Forensic science opportunities and ensure learning is shared and leads to continuous improvement.
•Maintain accurate, contemporaneous, and auditable records to demonstrate evidential integrity, technical compliance, and adherence to validated procedures and accreditation scopes.

To provide specialist technical, scientific and tactical advice
- supporting senior decision making and providing advice to senior leaders on forensic science matters.
•Support procurement processes for the provision of Physical Forensic Analytical Services to ensure operational suitability and value for money.
•Ensure effective management of the Physical Forensic Science Analytical contracts, acting as the force primary contact, building relationships with and working closely with Forensic Service Providers to ensure effective service delivery.
•Ensure the management, monitoring and analysis of the effectiveness of physical forensic examinations conducted by forensic service providers, responding to and resolution of any quality issues, marketplace challenges or other factors arising on behalf of GMP.
•Seek to resolve disputes surrounding submission of samples for Physical Forensic analysis by external forensic service providers, having due regard to scientific techniques and methods, evidential value, priorities and value for money.
•Attend court when necessary, providing evidence and professional justification for decisions and actions.
•Build strong working relationships with District Commanders , SIOs, investigators and partner agencies to support effective forensic integration.
•Represent GMP at district, regional and national meetings, operational planning groups, project boards and multi agency forums in relation to physical forensic science matters.
•Provide advice and support for coordinating the response of Physical Forensic scientific capabilities with partner agencies and **agree service levels with SIOs.**
•Promote a victim focused approach, ensuring Physical Forensic Science activity is sensitive, proportionate and supportive of investigative needs.
•Attend meetings, project groups, training sessions and external conferences and events, locally, regionally and nationally, sharing best practice and **influencing Physical Forensic science development and delivery.**

Ability to communicate with senior leaders to provide advice and inform strategic direction in relation to forensic investigations
- To ensure that the Physical Forensic Analytical Contracts are effectively monitored and managed on behalf of the force, ensuring effectiveness of service delivery and value for money.
- Deliver governance and quality assurance processes, ensuring adherence to operational policies, legislative requirements, regulation and accreditation requirements.
•Oversee and ensure the efficient and effective flow of Physical Forensic evidence throughout the Forensic Services Branch and external Forensic Service providers. Ensuring that evidence is managed in an appropriate manner to ensure security, integrity, continuity and appropriate evidential and quality standards.
•Oversee and ensure effective processes and legislative compliance in relation to the taking, storage, management and processing of biometric samples for a variety of purposes including; investigation, recruitment, DBS, immigration, and for the purpose of elimination.
•Ensure the delivery of compliance with the Protection of Freedom Act (2012) and other relevant legislation relating to the effective management of biometric and forensic evidence. Responsible for effective checking processes and the management of forensic identifications.
•Ensure all Forensic Science Activities (FSAs) are conducted in accordance with the Forensic Science Regulator Act 2021 and comply with the FSR Code of Practice, relevant accreditation standards (e.g., ISO/IEC 17025 or ISO/IEC 17020) and local policies and procedures.
•Undertake and participate in internal and external quality assurance processes – including audits, proficiency testing, method validation, and competency assessment – to support continuous improvement and regulatory compliance.
•Report non-conformities, quality risks, or deviations from approved procedures promptly and contribute to corrective and preventative actions to maintain accreditation and regulatory standards.

Ability to work effectively under pressure, managing multiple tasks or issues simultaneously while maintaining high standards.
- Ability to adapt quickly to changing demands, reassess priorities at short notice, and adjust plans with resilience and flexibility to meet the needs of the service.
- Prepared to work a variety of duties/shifts, sometimes working unexpected hours at short notice. Modifies plans in the light of new information.

Degree in relevant subject, Durham University Diploma in Scientific Support Skills or equivalent recognised professional qualification or equivalent experience.
- MoP
- Extensive experience relating to the development of Physical Forensic analytical strategies in criminal investigations
- Budget Control
- Detailed/Complrehensive knowledge in Forensics legislation
- Ability to produce complex reports, deliver presentations, and engage effectively with partner agencies on relevant issues
- Has strong communication skills, capable of dealing with conflict resolution effectively

JEQ

As a senior member of the Case Management and Reception Unit, the post holder is responsible for managing designated specific projects that support the development and improvement of operational physical forensic services.
- Accountable to the Head of Physical Forensics in relation to all scientific, technical and quality aspects of the business, ensuring the delivery of a comprehensive, up to date, high quality forensic analytical service that is fully integrated across all areas of Physical Forensic Services.
- The role will report directly to the Head of Governance in terms of line management and governance responsibility, with oversight and direction in relation to scientific, operational and technical aspects through the Head of Physical Forensics.

This may involve undertaking research, assessing operational suitability, coordinating small scale trials, contributing to technical specifications, working with partners (both internally and externally) and assisting in the development of associated procedures and guidance. **Their work ensures that improvements adopted across the Forensic Case Management and Reception areas and throughout Physical Forensics and the wider force enhance operational capability while meeting accreditation and regulatory requirements. - 5**
- **Devising Physical Forensic Analysis Strategies:** The post holder will oversee and be responsible for the delivery of investigation, examination and analytical strategies in relation to all aspects of Physical Forensics for complex and major crime in order to maximise forensic investigative opportunities whilst managing a variety of considerations around legislation, scientific expectations, contamination, logistics, welfare and resource implications, pressures of the investigative process, public and CJS impact etc. **These responsibilities demand a consistently innovative mindset, the ability to generate new solutions to complex operational problems, and the creativity necessary to drive forward modern, high quality physical forensic services. - 5**
- , prioritising investigative resources, resolving operational challenges, and making time sensitive decisions to maintain service delivery. Such incidents arise regularly due to the nature of demand. Examples include determining the physical forensic analytical strategy and responses to complex investigations, coordinating the requirements across multiple evidence types and different specialists and units in order to ensure that all forensic evidence types are considered and coordinated effectively to meet the investigative requirements, to maximise opportunities and ensure that the requirements of the Criminal Justice System are met, whilst ensuring delivery of a high quality forensic science service.
- Resolving Acute Staffing and Resourcing Issues.
- Quality Failures and Compliance Risks
- It will be the responsibility of the post holder to develop and deliver guidelines, policies and procedures for both the Forensic Case Management Unit and Forensic Reception Unit, and also to ensure that procedures and guidance across Physical Forensics and the wider force in relation to Physical Forensic science are appropriate and effective. **- 5**

The post holder will be a subject matter expert in relation to Forensic Case Management and Forensic Reception and the business that they deliver.
- National & Regional Forensic Services groups, forums and meetings: Collaborative engagement and attendance at relevant meetings, forums etc to represent GMP regionally and nationally to influence and respond to national matters and issues relating to Forensic Case Management / Reception and Physical Forensic science issues, support and advice on Forensic services. **- when required/quarterly**
- External Agencies (Forensic Service Providers, forces, agencies such as NCA, GMFRS etc): Coordination, strategy development and authorisation of the delivery of Physical Forensic Science by external agencies, projects to implement changes, improvements in capabilities, service delivery etc. Service agreements etc. - **when required/quarterly**
•Operational Decisions (Frequent)
•Managing Expectations in High Profile Cases (Frequent)
•Supporting Performance, Conduct and Welfare Matters (Regular)
•Quality Issues and Risk Escalation (Periodic)
•Legislative compliance – protection of Freedom Act (periodic)
•High-Risk Situations and External Liaison (As Required)
- Strategic oversight, decision making and support will be provided by the Head of Physical Forensics / Head of Forensic Governance as appropriate, however, day to day service delivery will be the responsibility of the post holder. (Dec)
- The post holder will on behalf of GMP attend local, regional and national meetings, forums, workgroups etc. in relation to matters relating to physical forensic science as appropriate.
Contributing to national decisions on the direction of physical Forensic services - how much negotiation and level of autonomy
Direction of complex investigations, including providing advice and guidance on complex matters relating to the delivery of physical forensic science capabilities, and delivering effective advice and development of analytical strategies: **Often requiring an innovative approach to problem solving relating to specific situations / investigations where it may be the case that there is no recognised procedures or policy available (CI)**
- see section 4.3

The role assists in ensuring work is carried out in line with the Forensic Science Regulator's Code of Practice, accreditation requirements and other relevant legislation. Where these standards are not followed, there is a risk that forensic evidence may be inadmissible in court, leading to the need for corrective action, or potentially the loss of evidence or potential miscarriages of justice.

- Contributing to national decisions on the direction of physical Forensic services - 5

- Appropriate policies, procedures, methods and processes are applied throughout the Forensic Case Management and Reception Unit, ensuring that these reflect the most up to date appropriate, validated scientific techniques and methods.
- Direction of complex investigations, including providing advice and guidance on complex matters relating to the delivery of physical forensic science capabilities, and delivering effective advice and development of analytical strategies. (scored under CR)

escalating complex or unprecedented issues to senior management where necessary.

- escalate significant risks or contentious decisions to senior leaders.

If physical forensic science is not delivered in line with established procedures or recognised good practice, there is a possibility that evidential opportunities may be missed or compromised. Errors at this stage can affect the quality of information available to ongoing investigations and may result in miscarriages of justice.

Inaccurate or inconsistent decision making may also contribute to reputational concerns, impacting confidence in GMP's forensic processes.

- Errors in the processing of forensic identifications, or the management or handling of biometric samples can lead to a failure to comply with appropriate legislation which may result in missed investigative opportunities, unlawful information being provided to investigations, unlawful arrests or actions, miscarriages of justice and impact on public trust and confidence.

If the post holder makes a legitimate but incorrect decision, the consequences can be significant and sometimes irreversible. Incorrect choices around the development of forensic strategies can lead to the loss of or damage to evidence. Such errors may be noticed immediately or only during later investigative or judicial review.

Forensic Case Management, Forensic Reception and Corporate Forensic budget

- Varying amounts of cash could come under the overall responsibility of the post holder. There could be significant volumes of cash recovered during investigative processes (could be several hundreds of thousands of pounds). **- process only? will be with posts below?**
- Specialist equipment used in Forensic Services (inc licencing) Significant amount of specialist equipment required to enable the effective service delivery of Physical Forensic science, including, fridges, freezers and other storage equipment etc
- Forensic Consumables – Circa £300K Significant amount of specialist consumable, stock etc. required to enable the effective service delivery of physical forensic science, including, personal protective equipment and consumables.

There are multiple frequent deadlines, schedules and other requirements that must be met, maintained and delivered in order to ensure compliance with the requirements.

The post holder must continuously adjust workload, resources, and focus in response to emerging incidents, ensuring that the most critical operational demands are addressed without delay. In addition, the post holder must meet a continual cycle of accreditation, quality and regulatory deadlines including those required under the Forensic Science Regulator's Code of Practice and associated standards. These generate multiple concurrent schedules, audits and mandatory deliverables that must be met alongside operational responsibilities.

- The post holder's planned work is subject to frequent and unpredictable interruption, often several times per day. These interruptions arise from a broad range of issues, including urgent operational demand, major or serious crime, quality or evidential concerns, staff welfare matters, and immediate supervisory or HR-related issues.
- The post holder is required to resolve frequent and often competing priorities, typically occurring multiple times each week, and often daily during periods of high demand.

The post holder will be required to handle exhibits which may be large or heavy items. - As required/ad hoc

The post holder will work in an environment where there is regularly a strong smell of cannabis resulting from the storage of large volumes of plant material being submitted for forensic analysis. - frequent The post holder is responsible for the handling and storage of body fluids and other material which could present a risk to health and safety. - as required (W Cxt)
Exposure to material resulting from traumatic incidents such as murders, deaths, road traffic collisions, works accidents etc. These will involve the presence of deceased persons, often with significant injury and trauma. - Frequent as part of case review and assessment, in support of wider teams, as part of a specialist technical response or in relation to quality assurance processes. - Handling of exhibits which present a risk to health and safety including firearms, drugs, body fluids and biological material, chemicals, sharps etc. - Frequent The post holder will be responsible for oversight and management of processes involving the taking of biometrics from members of the public for the purpose of immigration and DBS checkes. - **process only not directly**
The post holder must have significant experience, knowledge and expertise in a broad range of physical forensic capabilities and the ability to apply these in response to investigative requirements, with significant experience of the development of complex analytical strategies cutting across multiple areas of specialism. - Leadership, People Management and High-Level Decision-Making Skills: This knowledge is essential because the post holder leads multi-disciplinary specialist teams across distributed locations, making high-risk decisions that directly impact evidence, public confidence and GMP's legal standing. Specialist Forensic and operational Experience Leadership and People Management Experience Quality, Regulation and Accreditation Experience Project, Change and Strategic Development Experience

Rationale
Over 2 units - 5 24 staff - 3 No dispersal - 0
Support the development and delivery of policy, procedure and good practice in relation to physical forensic science, delivering the strategic direction in relation to physical forensic related issues. - Ensure effective budget oversight and management for Forensic Case Management and Reception Units and Force Corporate Forensic Science budget, supporting the preparation of buds and effective monitoring and reporting, producing budget information as required, ensuring value for money at all times. - Act as advisor to colleagues across Forensic Services and the Force in relation to physical forensic scientific capabilities, methods and their application, leading the development, delivery and authorisation of complex physical forensic analytical strategies relating to all aspects of Physical Forensic Science and associated legislation. Queried this factor with contact who confirmed this post is going to be the one who will devise and implement policy on any new processes/guidelines/legislations. They will have a wide range of responsibilities including the management of analytical contracts with external providers. Although support and advice for the operations side of things is available from the Head of Physical Forensics, this post is said to be the highest when it comes to expertise within their area. The post they report to (Hed of Governance) won't have the expertise. They will be regularly overseeing Examination Strategy and reviiewing statements,footage, etc frequently (weekly).
4 or 5 - need more information on how much autonomy they have at the national meetings Maybe a 5? Queried this with the contact and they confirmed the post holder will attend a number of different meeting as the lead and representing GMP so will be able to make decisions and act on behalf of GMP. As part of the management of Analytical Contracts with external provders (which are 4 or 5) they will be expected to meet them every 2 or 3 months and discuss and be able to make changes to procedures, service delivery and approach. They will also be attending national meetings such as DNA Operations and Market Place to influence what will happen at a national level. This role is the SME not the Head of Governance. The Head of Physical Forensics would be available for anything technical but this role would essentially be the SME.

They contribute to resolving issues across operational, organisational and welfare contexts, while seeking guidance of high risk or contentious decisions from senior leadership. Changed to from 4 to 5 after speaking to contact as the post holder is able to make decisions that will affect their area of work. There is the Head of Physical Forensics aswell above them (for operational terms not line managemnet) for anything technical.
Queried this and the contact confirmed the post holder will be resposible for overseeing the whole process rather than physically handling anything themselves. They may handle cash on the odd occasion (infrequent) say for example if a member of staff was not available.

Queried this as there was no mention in the JD (only the JEQ) and contact confirmed they would be exposed to this trauma on a weekly basis as part of the Forensic Examination Strategy they will oversee. They also mentioned there should be something in the JD around this which may have been omitted and would requrie adding in.

CONFIDENTIAL

Post:
Branch:
Ref Number:

Factor	Factor Level	Points	Rationale	Panel member IP
Supervision / Management	530	**76**	The post has direct line management responsibility for 28.5 FTE. This figure is subject to ongoing review, with the current proposed number being 22 FTE. The role includes management responsibility for more than one group of employees undertaking diverse tasks within the same general area of work, specifically supervisors and staff within the Forensic Case Management Unit and the Forensic Reception Unit. The panel noted that the role would have been assessed at level 4 if it involved managing only one group of staff. However, as the post manages more than one group, it meets the criteria for level 5. A dispersal score was not applied, as all staff are based at a single location (Vestigo House). Additionally, as there is no dedicated manager post within the structure for this business areas, the post holder will deputise for the Head of Governance and, where required, for the Head of Physical Forensics. This responsibility was taken into account in determining the factor level of 5.	530
Creativity & Innovation	5	**76**	Although established policies and procedures exist, the post holder is required to undertake research to develop guidance. This includes conducting research, trials and developing technical specifications. The role involves work that requires a range of imaginative solutions and responses, including the application of innovative approaches. The post holder will be required to develop approaches from a blank sheet of paper, with final sign off by the Head of Department. Post Holder will also be required to demonstrates a high level of creativity and innovation by identifying and implementing improvements to forensic techniques, workflows, in response to emerging scientific developments as they are the subject matter expert. This would require them to design bespoke forensic strategies, the application of their professional knowledge, and the translation of research and trial outcomes to implement practical operational soultions The post holder contributes to continuous improvement across Physical Forensics by resolving complex problems, ensuring services and process remain effective, efficient, and fully compliant with regulatory standards.	5
Contacts & Relationship	5	**92**	The role involves regular contact with staff within the unit and key customers across GMP. The post holder is also required to attend external and national meetings, representing GMP in engagements with contractors and wider partners. When attending external meetings, the post holder is responsible for effectively communicating GMP's position, contributing to discussions, and influencing direction of travel at a national level. The role also involves handling complex and sensitive matters, requiring clear communication and balanced judgement. This includes managing operational, legal, and welfare issues arising from day-to-day activities, and escalating significant risks or contentious decisions to senior leaders where appropriate. The post holder is responsible for making decisions that may not always align with the views of the investigating officer or the agreed investigative strategy. As such, they must demonstrate influencing, and negotiation skills, enabling them to resolve issues with investigators, senior leaders, partner agencies, and external providers on a range of different areas form contract management to what can be and not be dislosed for criminal investigation purposes. This requires careful consideration and balancing of evidential integrity, accreditation requirements, and operational priorities/ demands.	5

Decisions - Discretion	5	**84**	The post holder has full operational responsibility for the day to day management of unit resources and budget. This includes exercising a high level of discretion in making decisions that directly impact the service area. The post holder is accountable for ensuring that all staff within the area comply with relevant policies, procedures, and governance requirements. The post holder holds responsibility for making all decisions within their respective area, reporting to the Head of Physical Forensic Services in relation to scientific, technical, and operational matters. Where required, advice may be sought from the Head of Physical Forensic Services or, alternatively, from other members of the Senior Leadership Team (SLT). As outlined within the Contact and Relationships section, the post holder has the authority to represent GMP and make decisions on its behalf at national meetings, and in relation to contractual arrangements with external service providers.	5
Decisions - Consequences	4	**48**	Decisions made by the post holder contribute directly to the effective delivery of the service by ensuring that all operational tasks are completed to the required standard. This supports GMP in maintaining compliant forensic services. Errors in the processing of forensic identifications, or in the management and handling of biometric samples, may result in non compliance with relevant legislation. Such failures could lead to missed investigative opportunities, the provision of unlawful or inaccurate information to investigations, unlawful arrests or actions, miscarriages of justice, and a significant impact on public trust and confidence in policing. Poor decision making may place forensic accreditation status at risk, with consequential impacts on service delivery and organisational reputation.	4
Resources	1	**10**	Staff within the wider team have responsibility for the counting and secure storage of cash received by the Forensic Unit. While the post holder has overall managerial accountability for this function, they would only undertake cash handling activities on an exceptional basis, for example to cover staff abstraction. Cash handling does not form part of the post holder's routine duties.	1
Work Demands	4	**32**	Work is generated by force priorities set out by Chief Officer team and Force Control Strategy (POAP). Work is also generated on a daily basis in response to ongoing incidents and crime at a Force level. This can result in changing priortoies required to resolve frequent and often competing priorities, typically occurring multiple times each week, and often daily during periods of high demand.	4
Physical Demands	1	**6**	Office based on handling heavy good not a regular feature of role, ad hoc	1
Working Conditions	1	**6**	Office based role with occasional travel	1
Work Context	2	**16**	The role is primarily office based. Physical risks associated with the post are managed through established Health and Safety risk assessments, with appropriate control measures and mitigations in place. However, [redacted] clarified that the post holder's duties include the development of forensic examination strategies. This requires the regular review of forensic material, including photographs relating to RTC and murders. deceased etc, on a frequent (weekly) basis. As a result, the role involves sustained exposure to potentially distressing and traumatic material. The panel therefore awarded relevant factor level 2 in recognition of the nature, frequency, and impact of this exposure.	2
Knowledge & Skills	6	**208**	Post holders is required to have extensive specialist knowledge of physical forensic science across multiple forensic disciplines, and application of complex analytical strategies that support serious, sensitive and high risk investigations. Recognised subject matter expert as does not have a management post above the post holder therefore would be the lead. Comprehensive knowledge of forensic regulations, accreditation and quality assurance and validation requirements, ensuring lawful and proportionate practice across the end to end forensic workflow. Advanced technical knowledge that enables the implementation and assurance of specialist forensic procedures. High level leadership and people management knowledge, including performance, conduct, capability, welfare and succession planning, as management responsibility for different groups of staff.	6
Total	**654**			
Grade	**L**			

Panel member MA	Panel member ER	Panel member DH
530	530	530
5	5	5
5	4	5

5	5	5
4	4	4
1	1	1
4	4	4
1	1	2
1	1	1
2	2	2
6	6	6

CONFIDENTIAL

Post: Digital Forensic Investigation Supervisor
Branch: VH Serious Crime Division (Forensic Services)
Ref Number: 2227s

Important Notes	

Lower

Factor	Factor Level	Points	Rationale	Previous Scores
Supervision / Management	320	**52**	There are 5 x Supvr posts. Numbers on JEQ are the numbers per each Supvr (i.e. 10 each). Considered a 4 due to supervising different post titles, but all in one identifiable area and there is an Asst Mgr above and a Mgr above that. No dispersal - all located at same central location.	N/A
Creativity & Innovation	5	**76**	JEQ: The role requires frequent problem solving across operational, technical and supervisory areas. Examples include determining the **appropriate forensic strategy for a case,** resolving issues relating to data corruption, encryption or emerging device types, and addressing unexpected technical limitations during examinations. The Supervisor must also manage conflicting demands, re prioritise work in response to urgent or high risk requests, and support practitioners in resolving issues that arise during complex investigations. They frequently deal with escalations from investigators, SIOs or the CPS were clarity, explanation or additional forensic work may be required. These problems arise daily and often require swift, informed decision making under pressure. Feel this role is of a higher level for CI but JD (like 2228s) also is lacking in terms of CI. Areas of CI in person spec are similar to 2228s.	N/A
Contacts & Relationship	5	**92**	Feel that this role is a 5, given strategy references with SIOs etc. Examples in JD include: Ensure effective communication with relevant parties (e.g. Officer in the Case (OIC), Senior Investigating Officer (SIO), Crown Prosecution Service (CPS), counsel) throughout the investigation and ensure timely escalation of risk. Person spec: Experience in attending case meetings and working with Senior Investigating Officers to direct digital investigation strategies. Person spec: Ability to communicate with Senior Investigators to provide advice and inform strategic direction relating to digital investigations. Person spec: Ability to convey difficult messages, hold challenging conversations, and use a wide range of communication techniques. List of contacts in JEQ includes, CPS, Solicitors, Barristers and Courts whereas 2228s doesn't. Examples in JEQ include: Case strategy discussions, prioritisation, technical advice, managing expectations around digital evidence. Including attending gold, silver and bronze meetings as a Senior SME. Clarifying evidential requirements, disclosure queries, supporting case preparation. Providing expert evidence, submitting statements/reports, clarifying digital findings.	N/A
Decisions - Discretion	4	**68**	Examples in JEQ include (decisions leading to the setting of work standards etc: Recommending changes to digital forensic workflows, processes, and workload management to the Digital Forensics Assistant Managers. Recommending improvements or updates to software, tools and technical systems (e.g., case management, automation, review platforms). Authorising, rejecting or amending digital forensic requests based on relevance, proportionality, legality and technical feasibility. Making decisions on escalations or appeals relating to turnaround times, prioritisation or scope of examinations. Authorising outsourced casework to third party forensic providers, including determining suitability.	N/A
Decisions - Consequences	3	**36**	JEQ: The decisions and recommendations made by the Digital Forensic Investigation Supervisor have significant operational, investigative and legal impact, and the full scope of these responsibilities is detailed in the Job Description. Reference to 'major' noted in the JEQ.	N/A

Resources	2	**20**	Responsible for specialist digital equipment/evidential materal.	N/A
Work Demands	4	**32**	There are a number of points in the person spec re. WD (e.g. working well under pressure, managing multiple caseloads). JEQ (frequent changes - level 4): The work plan is subject to frequent and sometimes sudden interruption. Interruptions occur daily, often requiring rapid re allocation of resources and immediate decision making under pressure. Deadlines are daily, weekly and case dependent, and often require balancing multiple competing demands simultaneously.	N/A
Physical Demands	1	**6**	See JEQ.	N/A
Working Conditions	1	**6**	Exposure to sensitive material mentioned here but will be captured under WCxt below. See JEQ - occasionally at scenes with disagreeable surroundings.	N/A
Work Context	2	**16**	JEQ and JD refers (e.g. Psychological risk arising from exposure to highly distressing and illegal digital material - regluar).	N/A
Knowledge & Skills	5	**176**	Advanced practitioner with good level of leadership and people management. Need to compare person specs in more detail.	N/A
Total	**580**			
Grade	**J**			

Comparison 1	Comparison 2	Comparison 3

Questions / Notes

CONFIDENTIAL

Post: Digital Forensic Technician Supervisor
Branch: VH Serious Crime Division (Forensic Services)
Ref Number: 2228s

Important Notes	JD very similar to 2227s - some additions and some omissions (need to carefully compare what extra has been added, along with the bits that have been removed to fully understand the differences between the two roles).

Factor	Factor Level	Lower Points	Rationale	Previous Scores
Supervision / Management	320	**52**	Two roles over one post type (Technician). JEQ states 10, but structure shows 8 each. Which is it (2 will be the middle digit either way)? All based at same central location so no dispersal applies.	N/A
Creativity & Innovation	4	**64**	Blank sheet of paper with role above. See below - supports development of new validated techniques. JEQ: The role requires creativity when adapting validated forensic processes to accommodate new device types, encryption issues, emerging technologies and unexpected data formats. The Supervisor identifies improvements to laboratory workflows, refines triage and acquisition methods, and supports the development of new validated techniques. The Digital Forensic Technician Supervisor also innovates by helping technicians troubleshoot technical challenges, ensuring efficiency while maintaining full compliance with accreditation and evidential requirements. JD - little in JD apart from generic point under quality and regulation section (bits in person spec similar to 2227s): Support research and development of new techniques and methodologies in response to emerging technologies and operational needs, ensuring they meet accreditation standards and integrity for court.	N/A
Contacts & Relationship	4	**74**	JEQ doesn't list contact with CPS, Solicitors, Barristers and Courts (2227s does). JD examples: Liaise with Investigators, Digital Forensic Leadership Team and other departments to provide updates, technical clarification or support relating to laboratory activity. To act as a Digital Forensics Subject Matter Expert (SME) within the scope of the role, providing technical direction, advice and support in relation to the triage, acquisition and processing of digital devices and data sources. Ensure effective communication within the team and with relevant stakeholders, escalating operational risks where required. Person spec: Ability to convey difficult messages, hold challenging conversations, and use a wide range of communication techniques.	N/A
Decisions - Discretion	4	**68**	Examples in JEQ include some similarities to 2227s, as follows: Recommending changes to digital forensic workflows, processes, and workload management to the Digital Forensics Operations Managers. Recommending improvements or updates to software, tools and technical systems (e.g., case management, automation, review platforms). Doesn't include the following that are in 2227s: Advising SIOs and OICs on digital forensic strategy, evidential potential, scope of examinations and proportionality - captured within CR Authorising, rejecting or amending digital forensic requests based on relevance, proportionality, legality and technical feasibility. Making decisions on escalations or appeals relating to turnaround times, prioritisation or scope of examinations. Authorising outsourced casework to third party forensic providers, including determining suitability.	N/A
Decisions - Consequences	3	**36**	JEQ not as strong as for 2227s, but still significant consequences (note, 'major' is mentioned too). A legitimate but incorrect decision by a Digital Forensic Technician can have notable operational and investigative consequences.	N/A
Resources	2	**20**	Responsible for specialist digital equipment/evidential material.	N/A

Work Demands	4	**32**	Similar to 2227s, lots of frequent interruptions/conflicting priorities.	N/A
Physical Demands	1	**6**	See JEQ - same as 2227s.	N/A
Working Conditions	1	**6**	Occasional work at scenes (same as 2227s).	N/A
Work Context	2	**16**	JEQ and JD refers (e.g. Psychological risk arising from exposure to highly distressing and illegal digital material) but occasional, not regular. How often is occasional?	N/A
Knowledge & Skills	4	**144**	JEQ section very similar. Compare person specs against each other more closely.	N/A
Total	**518**			
Grade	**I**			

Comparison 1	Comparison 2	Comparison 3

Questions / Notes

CONFIDENTIAL

Post: Digital Forensi
Branch: VH Serious Cr
Ref Number: 2181s

Important Notes

Factor	Lower Factor Level	Points
Supervision / Management	430	**70**
Creativity & Innovation	5	**76**
Contacts & Relationship	5	**92**

Decisions - Discretion	4	**68**
Decisions - Consequences	3	**36**
Resources	2	**20**
Work Demands	4	**32**
Physical Demands	1	**6**
Working Conditions	1	**6**
Work Context	2	**16**

Knowledge & Skills	5	**176**
Total	**598**	
Grade	**K**	

c Assistant Manager
ime Division (Forensic Services)

This role replaces GRADE K, Digital Forensic Operations Supervisor
Note: Sat above this role is a GRADE L, Digital Forensic Investigation Unit Manager

Rationale

Comments: Supervision isn't described clearly in JEQ, but draft proposed structure offers some clarification. There will be 3 x postholders. They have full line management of 3 roles (9 FTE), but the role also sits above an additional 86 FTE (of which 14 are Officers), in several units, of which the responsibilities are described as "secondary line management" encompassing the management of quality, performance etc.

So essentially 95 FTE supervised and managed between 3 supervisors (~32 staff/officers ea.). The JEQ indicates some range in activities (handling / triaging of devices, aquisition of data volumes, extracting data, analysis, reportng), however I think it still sits broadly in one line of workes (not 'diverse';- which would be required for Level 5).

More than one group of employees (staff + officer) but not diverse tasks = Level 4.
Project management also cited in JEQ, but this is encompassed under Level 4.

Dispersal: All one location except the Digital Media Investigators who are spread out on districts. However postholder doesn't have direct line management for these staff, therefore considered dispersal not to apply.

- Manage complex, high-risk, high-profile multi-layered digital investigations and incidents, managing expectations of dynamically changing situations.
- Conduct and direct intelligence-led digital forensic examinations.
- Provide expert interpretation of digital evidence through detailed statements, Streamlined Forensic Reports and case-specific reports
- Deliver training and guidance to officers and staff

Comments: The JD provides some important examples of problem-solving (such as managing complex high-profile investigations), But I felt creativity was more strongly conveyed in the JEQ which clearly explains the postholder will be designing new methods / systems / workflows. I felt this was well backed up in the section re: Project Work, that stated postholder will lead on a range of projects, such as replcement of case management system, evaulating a review platform, coordinating changes to legislation. I thought this fits in well with a Level 5 (enacting a Range of Solutions, with some Fresh Thinking).

JEQ: "The Digital Forensic Operations Manager acts as a senior technical and investigative advisor, provides direction on digital forensic strategy, and functions as the escalation point for prioritisation decisions, submissions and complaints."

- Manages digital forensic requests incl. updates to investigators. Ensures effective communication with relevant parties throughout the course of investigations.
- Acts as senior escalation point, managing appeals / complaints.
- Provides specialist advice on digital forensic and investigative best practice.
- To act as a Digital Forensics Subject Matter Expert (SME) and tactical advisor to the force.
- Liaise internally/externally (including with the public) advising on practice and procedures in relation for investigating digital devices.
- Chairs / attends meetings. Attends court and presents.
- Develops relationships with other units, both within DFIU and across the force.

PERS SPEC: "Communication w/ senior leaders, able to convey difficut messages / challenging conversations / communication techniques. Influencing / negotiating."

Comments: Postholder is managing complex high-risk / high-profile digital investigations, and also acting as a senior escalation point managing appeals and complaints. Role acts as an SME within the scope of the role, advising on best practice. I think this easily satisfies the criteria for complex / contentious. Although it is also indicative of potentially significant implications on investigations / service, I'm not wholly convinced on there being a diverse range of matters (if we're saying there isn't a diverse range of tanks in S+M factor then I'd argue that we can't apply it here). Additionally, there's a role above this one in the hierarchy.

JEQ: "The post holder ensures that digital forensic triage, acquisitions, processing, analysis and reporting support the full range of policing demand, from volume crime through to serious, complex and major investigations, delivering timely, accurate and evidentially robust outcomes for investigators at all levels. The role maintains governance, accreditation and quality standards in line with the Forensic Science Regulator's Code of Practice and ISO 17020/17025."

The work is supported by a wide range of guidelines and procedures, [...] However, due to the rapidly changing nature [the role], these guidelines do not always provide fixed solutions. The post holder is frequently required to interpret guidance, apply professional judgement, and adapt procedures to specific operational circumstances."

Comments: Postholder manages complex high-level digital forensic investigations and also leads projects / is involved in the design of methods / systems / workflows. The postholder also ensures that work undertaken meets legal and quality standards. The JEQ provides examples of decisions around approving/rejecting requests, appeals/complaints, and operational issues (such as device/data challenges).

I felt that the criteria re: setting standards of work clearly applies here. However, I think the "major responsibility" would rest with the overall manager / role above. This is indicated via the recommendations section of the JEQ, which states that recommendations around change will be raised with the Manager / SLT.

JEQ : "The decisions and recommendations made by the Digital Forensic Investigations Manager have significant operational, legal and organisational impact. They directly influence the progression of criminal investigations, the safeguarding of vulnerable victims, the quality and admissibility of digital evidence, and GMP's compliance with accreditation, legislative and disclosure requirements. Incorrect or delayed decisions can affect charging outcomes, court readiness, investigative effectiveness, and the Force's ability to meet statutory and regulatory obligations. The role therefore carries a high level of responsibility, with decisions often having major and long term consequences for investigations, victims and GMP's overall forensic service."

Comments: The consequences read quite strongly and I'd agree that there's clear significant implications on investigations (suspects / victims) or service. However I still think decisions that have the possibility of major impact (those that jeopordise the forces's invetigative ability) would be escalated to the role above / SLT (see above re: recommendations). Acknowledge that substantial / major is subjective, but would consider major = powerful decisions typically made by SLT.

JEQ: "Responsible for the correct use, safekeeping and operational oversight of specialist digital forensic equipment and software platforms".

Comments: Do not consider software / virtual data to be resources, however the unit is believed to handle physical devices (which can be also viewed as evidence itself) and tools.

JEQ: "The work is primarily driven by operational demand within the unit. […] attending regular unit and branch meetings to align activity with performance expectations, accreditation requirements and Force priorities. [...] "subject to frequent [daily] and sometimes sudden interruption [such as] urgent high risk or vulnerability related submissions requiring immediate reprioritisation". "The role is routinely subject to strict deadlines", including time-critical / priority investigations (threat-to-life / serious crime), CPS / Court deadlines for charging decisions, SLAs, etc.

Comments: Work subject to deadlines, and frequent (daily) interruptions, position in hierarchy also needs to be taken into account (overseeing a large number of staff). However, I believe the maximum level (5) would be reserved for Manager and above.

No heightened physical demands.

Generally office based, with occasional attendence at scenes, however this appears to be to provide advice i.e. not normally physically recovering exhibits.

The JEQ cites "unfavourable or unpredictable environments" but I believe this just generally refers to crime scenes where police presence may not be generally welcomed.

JEQ: "Digital forensics also carries responsibility for the examination and analysis of highly sensitive and illegal material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content." [...] "The handling of such material presents significant psychological, operational and legal risk"

JD: "Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance."

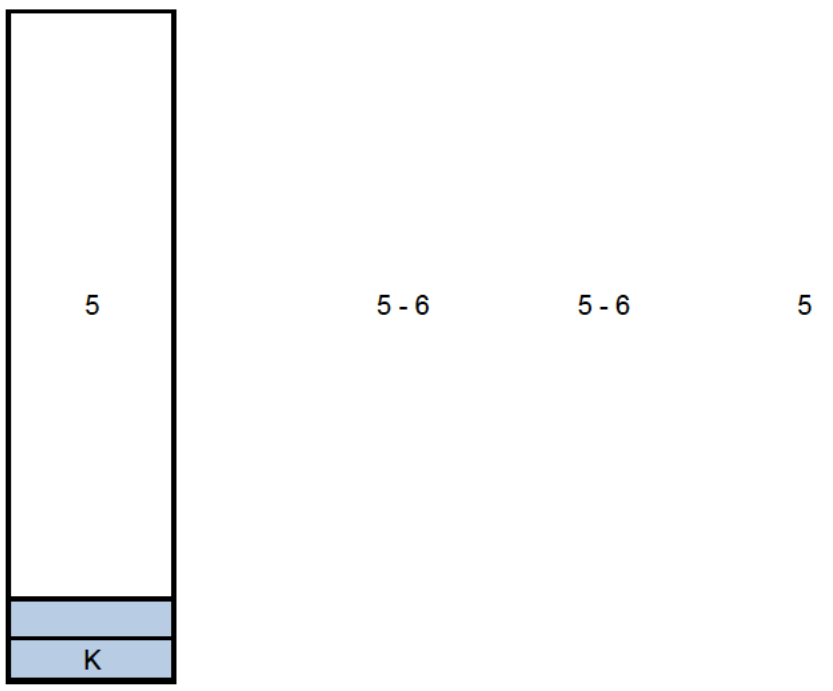
- Level 6 qualification (honour's degree) or equivalent experience.
- Substantial practitioner experience (to a senior level, incl. training of processing / analysis).
- Substantial experience in assessment (risk, priority, aims, required techniques)
- Experience of conducting complex investigations
- Experience of dealing with the UK Legal System including Courts & CPS.
- Staff and performance management in digital forensics / investigation environment.
- Thorough knowledge of the main functions and types of digital devices and data sources.
- Understanding of how forensic artefacts prove or negate an offence.
- Thorough understanding of legislation. Understanding of national decision making model and other practice / legislation.
- Communication w/ senior leaders, able to convey difficut messages / challenging conversations / communication techniques. Influencing / negotiating.

Comments: I think work is of a complex nature. But I think it fits in better at Level 5 than Level 6, i.e. a range of advanced activities, ONE FUNCTION, detailed knowledge of more than one specialist discipline. At a level 6 the postholder would need to have a diverse range of specialist diciplines, and I'm not confident that the skills in the Person Spec are diverse enough as postholder is not necessarily bringing more than one field of study into the role (deep knowledge and application of digital forensics, complex investigations (legislation / legal system), supervision/management, communication.

Previous Scores	[redacted]	[redacted]	[redacted]
430	421	431	430 - 530
5	5	5	5
5	5	5	5

[redacted] doesn't think dispersal applies

4	4	4	4
3	3	3	3
2	1	1	1
4	4	?	4
1	1	1	1
1	1	1	1
2	2	2?	2?


5
5 - 6
5 - 6
5
K

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Post: Digital Forensi
Branch: VH Serious Cr
Ref Number: 2777s

Important Notes

Factor	Lower Factor Level	Points
Supervision / Management	320	**52**
Creativity & Innovation	5	**76**
Contacts & Relationship	5	**92**
Decisions - Discretion	4	**68**
Decisions - Consequences	3	**36**

Resources	2	**20**
Work Demands	4	**32**
Physical Demands	1	**6**
Working Conditions	1	**6**
Work Context	2	**16**
Knowledge & Skills	4	**144**
Total	**548**	
Grade	**J**	

c Investigation Supervisor
ime Division (Forensic Services)

Based on existing role, but tracked-changed hasn't been done properly therefore needs to be evaluated as new.

Note: A potential issue is that there's a lot of roles in the hierarchy of the unit / potential for overlapping grades.
Technician (does not supervise)
Investigator
Senior Investigator
-->> THIS ROLE
Assistant Manager

Rationale

Full Supervision of three roles (10 x FTE), Senior Forensic Investigators, Forensic Investigators, and Digital Data Review Officer. No project management, but providing technical and senior practitioner level input into projects and improvement work. Deliver training and guidance to officers and staff. JEQ confirms no dispersal.

Comments: Training not believed to be formal / classroom based. Considered as Level 3 as it's believe more strategic management / direction will rest with role above (Assistant Manager and above).

Taken from prev. evaluations: **Investigators** often encounters technical issues during examinations i.e. due to support software lagging several months behind device updates, which can cause outputs to differ from what is expected, or prevent data from being extracted at all. At the Investigator level, postholders are expected to be creative at resolving these issues through the use of programming (which could either be moderately straight-forward scripts or input into more complicated programs), adjusting data models (which make use of Structured Query Language (SQL) to extract and analyse large data sets), all of which needs validation (i.e. comparison against known methods to ensure techniques are proven / admissible as evidence). They are also more likely to handle novel devices, and are expected to be more proactive at recommending improvements.

The Senior role undertakes the same work but at a more advanced level; there is a heavier emphasis on creating bespoke workflows (which could involved programming apps / tools as opposed to scripts), handling novel devices / emerging technologies, taking a lead on validation / compliance, plus applying these skills on a more frequent basis. The line manager advises that Investigators handle 'standard' investigations (where there is used fixed strategies) whereas Senior Investigators handle high-risk large-scale investigations (major incidents / CSE / Fraud) where more tailored 'bespoke' solutions are often needed. We are further advised that this role is being separated out from the Investigator to recognise that especially experienced and technical individuals which wasn't fully recognised in the previous, merged role.

Comments: The JD/JEQ indicates that postholder might be undertaking the same duties as the senior role, but this may need to be checked. i.e. "regular creativity and innovation to ensure the unit can respond effectively to evolving technology, device types, data sources and investigative needs. This includes selecting or adapting appropriate digital forensic methods for complex or unusual examinations, identifying improvements to unit workflows, and helping to refine processes to maintain compliance with accreditation standards". The postholder has the additional complexity (problem solving) involved in managing staff / workstreams, but this is unlikely to elevate the score further as it doesn't enroach diverse subjects and supervision / management also credited in that factor.

From the Snr Evaluation: As with the Investigator role below, postholder liaises internally and externally (as well as with members of the public) to advise on best practice and procedures in respect of digital device investigations and data sources, in accordance with protocol / legislation etc. Postholder also attending operational or case meetings, and presents evidence at court as an expert witness. The role represents the organisation in communications with CPS and Counsel regarding technical findings, supporting accurate interpretation and disclosure. The post holder also contributes to maintaining accreditation standards by participating in quality assurance processes, audits and compliance activities.

The key difference is that the Senior handles high-risk large-scale investigations (major incidents / CSE / Fraud), where there is less likely to be fixed investigation strategies, therefore at case meetings the postholder will be working out tailored strategies with SIOs on complex cases, requiring a degree of negotiation and tact to agree, resolve disputes over strategy, and moderate expectations. At the senior level, the postholder will be attending meetings unsupervised.
Therefore at this level, we see the introduction of complex cases requiring tailored strategy to be negotiated, with material effects extending outside of the digital forensics unit.

FROM JD: Liaising internally/externally (inc. public) re: best practice and procedures. Assess requests, advising on approaches, developing strategies. ---- Attend scenes / operational meetings as a SME to provide advice on the recovery and recording of digital evidence. Ensure effective communication throughout investigations / ensure timely escalation of risk. ---- Expert interpretation of digital evidence, ensuring fully compliant disclosure. Attend court to present evidence.

Comments: Both the JD and JEQ indicate that postholder will undertaking the similar activities as Senior role (i.e. both are SMEs addressing high risk or sensitive enquiries -- infact the JEQ describes this postholder as a Senior SME), but the JEQ emphasizes they'll be dealing with the most complex enquries (i.e. escalations), but also that the postholder will be predominantly focused on the management of work (i.e. oversight and prioritisation) plus staff management (performance, welfare), with the additional conteniousness / complexity that brings.

Considering a Level 5 or 6, but (i) What are the significant consequences for the contacts / service (ii) Assistant Manager has been scored a 5 and (ii) Arguably the difficilties of Supervision / Management are credited in that factor?

Approval and allocation of work, deciding on priorities based on risk / vulnerability etc. Decisions on escalations / appeals / scope. Decisions around operational issues (i.e. complex device / data challenges). Advising SIOs / OICs on strategy / potential / scope. Recommending changes to workflows, processes, software, tools, training. Decisions relating to handling sensitive or illegal material (e.g., CSA imagery, covert intelligence, anti-corruption cases).

Comments: Decisions / recommendations leading to the setting of working standards. Complex decisions / recommendations escalated where needed. As with the Senior Investigator role below, Feel that the major responsibility in the unit will rest at management level.

Comments: As the gatekeeper over work (authorising or rejecting digi forensic examinations, controlling priority etc.), decisions over the handling of sensitive / illegal material, the consequences for this role is assumed to be potnetially more significant than the Senior Investigator role (which receives a 3). However, potenial issue in that Asst Manager also gets a 3. Arguably, this is reasonable as in the scheme 3 = signficant whereas 4 = major (stops the job).

As per Senior Investigator evaluation: "The panel had some debate over the Resources factor. Role previously received a Level 2. The unit handles digital devices "exhibits" that contain data relevent to investigations. Under JE conventions, a Level 2 can be awarded to roles that have "responsibility of handling / safekeeping of criminal evidence" which "must be original / irreplicable". Although evidence retrieved from devices is digital, exhibits must be handled properly so as not to jeopoardise the prospects of retrieval and to ensure devices are eventually returned in reasonable condition. Examples of roles that receive a Level 2 include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, panel thinks there's a prescedent that could be applied to the unit i.e. roles that handle evidence or property but don't have the ultimate responsibility for security / safekeeping). Because device handling is a key facet of work undertaken by the unit, the panel feels a Resources score is appropriate to all roles in the unit despite each roles handling devices to a different extent."

The JEQ cites frequent (daily) interruptions from urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation, strict deadlines from time-critical / priority investigations (threat-to-life / serious crime), CPS / Court deadlines for charging decisions, SLAs, etc.

Comments: Believed to be as per Senior Investigator evaluation but with additional demands due to Supervision / Management. Remained at a 4, as think more demanding roles above.

No heightened physical demands. Generally office based, with occasional attendence at scenes, however this be to provide advice i.e. not physically recovering exhibits.

As per Senior Investigator evaluation:
Generally office based, with occasional attendence at scenes, however this be to provide advice i.e. not physically recovering exhibits. The JEQ cites "unfavourable or unpredictable environments" but this just generally refers to scenes where police presence may not be welcomed (see: Work Context).

As per Senior Investigator evaluation:
Both the JD and JEQ highlight that the postholder will have sight of serious or potentially disturbing material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content which will have a significant psychological, operational and legal risk.

Regarding scene attendence, during questioning the unit manager explains this is typically infrequent and often involves going to a secure crime scene for a major where the site is secure and safe, however on occasion staff may need to attend a sex offenders house who is under license with a sex offender manager. The scenes have a suspect present and can be more volatile / hostile. However scenes are dynamically risk assessed and if staff ever feel the environment is not safe will not conduct the work.

Comments: Majorly the same as Senior Investigator evaluation, with some additional points around supervision, and a couple of omissions such as knowledge of novel technology/file systems/etc.

As per Senior Investigator evaluation:
Postholder has a senior level of expertise in the unit; they need to be educated to degree level and have substantial practitioner experience. They are involved in the handling of novel devices / emerging tech, building bespoke processes or develop improvements to processes. They act as lead on large / complex investigations directing the work of other staff members. They work with Investigating officers and direct digital investigation strategies. They have knowledge of legislation, how findings are presented to the justice system, and act as an expert witness for the courts.

In terms of specialisms; potential areas are; the practical side of digital forensics, the policing / justice side (in terms of the legislation and how results feed through into the justice system), acting as a lead / temporary supervision, communication skills (negotiating investigation strategies, using different techniques to convey technically complex / sensitive messages at different levels).

The panel had difficulties describing a range of activities / discipines. The panel felt that both the practical and legal side of digital forensics could be argued as one specialism, whereas the other skills above were not deemed as specialist. The panel felt that the nature of the role would be expected to attract a higher Knowledge & Skills score, but ultimately was unable to score higher than Level 4 without being able to justify a range of disciplines.

Previous Scores	SNR DIGI INVESTIGATOR (I)	ASST MGR (K)	[redacted]	[redacted]	[redacted]	
N/A	110	430	320 - 420	320	320 - 420	
N/A	5	5	5	5	5	
N/A	5	5	5	5	5	complexity (level
N/A	4	4	4	4	4	
N/A	3	3	3	3	3	

N/A	2	2	2	2	2
N/A	4	4	4	4	4
N/A	1	1	1	1	1
N/A	1	1	1	1	1
N/A	2	2	2	2	2
N/A	4	5	5	4	4-5
	I	K			

Ask Question???

6) lies with role above

Ask Question???

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Post: Digital Forensi
Branch: VH Serious Cr
Ref Number: 2777s

Factor	Factor Level	Points
Supervision / Management	320	**52**
Creativity & Innovation	5	**76**
Contacts & Relationship	5	**92**
Decisions - Discretion	4	**68**
Decisions - Consequences	3	**36**
Resources	2	**20**
Work Demands	4	**32**
Physical Demands	1	**6**
Working Conditions	1	**6**
Work Context	2	**16**
Knowledge & Skills	5	**176**
Total	**580**	
Grade	**J**	

c Investigation Supervisor
ime Division (Forensic Services)

Rationale
Job Evaluation Questionnaire (JEQ) indicates full supervision of three roles (10 x FTE), Senior Forensic Investigators, Forensic Investigators, and Digital Data Review Officer. No project management, but providing technical and senior practitioner level input into projects and improvement work. Deliver training and guidance to officers and staff (albeit this is understood not to be formal / classroom based). No dispersal. The panel debated whether supervision / management in the role should attract a Level 3 or Level 4. Given the number of layers in the hierarchy, panel felt that more strategic management / direction of the unit would rest in the role above (Assistant Manager and above).
Comments: The panel thought the postholder undertakes a similar degree of problem-solving as the Senior Investigator role, as described in the JEQ *"regular creativity and innovation to ensure the unit can respond effectively to evolving technology, device types, data sources and investigative needs. This includes selecting or adapting appropriate digital forensic methods for complex or unusual examinations, identifying improvements to unit workflows, and helping to refine processes to maintain compliance with accreditation standards"* . Panel thought postholder would generally more focused on the oversight / management of staff and work within the unit (and therefore some minor differences in the person specification versus the Senior Investigator role -- i.e. removal of ability to parse databases/structure without the use of automated processing -- made sense in this context. Panel didn't think the score could be elevated further as the role doesn't encroach diverse subjects.
Both the JD and JEQ indicate that postholder will undertaking the similar activities as Senior role (i.e. both are SMEs addressing high risk or sensitive enquiries, but the JEQ described this role as a 'Senior SME' and emphasizes they'll be dealing with the most complex enquries (i.e. escalations). the panel recognised that the postholder will be predominantly focused on the management of work (i.e. oversight and prioritisation) plus staff performance, welfare etc., with the additional conteniousness / complexity that brings. The panel felt that a higher level of complexity around communication would reside with the roles above.
Approval and allocation of work, deciding on priorities based on risk / vulnerability etc. Decisions on escalations / appeals / scope. Decisions around operational issues (i.e. complex device / data challenges). Advising SIOs / OICs on strategy / potential / scope. Recommending changes to workflows, processes, software, tools, training. Decisions relating to handling sensitive or illegal material (e.g., CSA imagery, covert intelligence, anti-corruption cases). The panel thought decisions / recommendations would leading to the setting of work standards, with the most complex matters being escalated where needed. The panel thought that major responsibility for policy would rest at management level.
The panel recognised that the postholder would have some control over work undertaken (i.e. authorising or rejecting digi forensic examinations, controlling priority etc.), decisions over the handling of sensitive / illegal material, etc. which could have significant implications. The panel did not think decisions would have a major effect on the service (i.e. would not halt or change the nature of forensic examinations undertaken).
As per Senior Investigator evaluation; *"The panel had some debate over the Resources factor. Role previously received a Level 2. The unit handles digital devices "exhibits" that contain data relevent to investigations. Under JE conventions, a Level 2 can be awarded to roles that have "responsibility of handling / safekeeping of criminal evidence" which "must be original / irreplicable". Although evidence retrieved from devices is digital, exhibits must be handled properly so as not to jeopoardise the prospects of retrieval and to ensure devices are eventually returned in reasonable condition. Examples of roles that receive a Level 2 include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, panel thinks there's a prescedent that could be applied to the unit i.e. roles that handle evidence or property but don't have the ultimate responsibility for security / safekeeping). Because device handling is a key facet of work undertaken by the unit, the panel feels a Resources score is appropriate to all roles in the unit despite each roles handling devices to a different extent."*
The questionnaire cites frequent (daily) interruptions frorm urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation, strict deadlines from time-critical / priority investigations (threat-to-life / serious crime), CPS / Court deadlines for charging decisions, SLAs, etc. The panel thought this wa similar to the Senior Investigator role but with additional demands due to Supervision / Management, deciding on the same Level 4 factor score. The panel considered the presence of several layers above the role in the hierarchy, which they thought would be more demanding.
No heightened physical demands. Generally office based, with occasional attendence at scenes, however this be to provide advice i.e. not physically recovering exhibits.
Generally office based, with occasional attendence at scenes, however this be to provide advice i.e. not physically recovering exhibits. The JEQ cites "unfavourable or unpredictable environments" but this is understood to generally refers to scenes where police presence may not be welcomed (see: Work Context).
Both the JD and JEQ highlight that the postholder will have sight of serious or potentially disturbing material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content which will have a significant psychological, operational and legal risk. Regarding scene attendence, during questioning of the Senior Investigator role the unit manager explained this is typically infrequent and often involves going to a crime scene for a major where the site is secure and safe, however on occasion staff may need to attend a sex offenders house who is under license with a sex offender manager. The scenes have a suspect present and can be more volatile / hostile. However scenes are dynamically risk assessed and if staff ever feel the environment is not safe will not conduct the work.
The person specification is almost completely the same as the Senior Investigator role, with some additional points around supervision, but a couple of omissions such as knowledge of novel technology/file systems/etc. In the Senior Investigator evaluation, the panel felt had difficulty justifying a diverse range of specialisms, and thought that skills were better reflected in other factors i.e. Creativity (problem-solving) and Contacts. The panel thought this argument was harder to justify for the Supervisor role, as the postholder would need to impart supervision and management skills in order to manage staff, provide oversight and management multiple caseloads, interact with senior leaders (i.e. Gold/Silver/Bronze meetings), deal with escalations etc. This was seen to increase the diversity of the skill set and therefore the panel was more comfortable with a Level 5 for this factor.

320	320	320 - 420	320 - 420
5	5	5	5
5	5	5	5
4	4	4	4
3	3	3	3
2	2	2	2
4	4	4	4
1	1	1	1
1	1	1	1
2	2	2	2
4	4	5	4-5

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Post: Digital Forensi
Branch: VH Serious Cr
Ref Number: 2228s

Factor	Factor Level	Points
Supervision / Management	320	**52**
Creativity & Innovation	4	**64**
Contacts & Relationship	4	**74**
Decisions - Discretion	4	**68**
Decisions - Consequences	3	**36**
Resources	2	**20**
Work Demands	4	**32**
Physical Demands	1	**6**
Working Conditions	1	**6**
Work Context	2	**16**
Knowledge & Skills	4	**144**
Total	**518**	
Grade	**I**	

c Technician Supervisor
ime Division (Forensic Services)

Rationale
Job Evaluation Questionnaire (JEQ) indicates full supervision of 10 x Technicians. No project management (but leads on small-scale improvements). No dispersal. The panel felt that more strategic management / direction of the unit would rest in the role above (Assistant Manager and above).
The JEQ states: *"The role requires creativity when adapting validated forensic processes to accommodate new device types, encryption issues, emerging technologies and unexpected data formats".* However the local area confirmed that this role isn't as "hands-on" as the Investigators (i.e. they wouldn't be adjusting data models, programming scripts, etc.). Therefore whilst the panel thought creativity and innovation aplied to the role, they couldn't determine fresh thinking / blank sheet of paper solutions.
Liaise with Investigators, Digital Forensic Leadership Team and other departments to provide updates, technical clarification or support relating to laboratory activity. Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence. JEQ: *"must communicate decisions on prioritisation, quality concerns, risk escalation, and non compliance issues, often requiring tact and clarity when dealing with investigators, senior officers or staff whose work does not meet required standards".* The panel thought this role differed from the Forensic Investigators Supervisor in that they don't attend case meetings with SIOs / OIC to discuss case strategy, nor do they attend gold, silver and bronze meetings as a Senior SME, or interact with the legal system. The panel therefore thought contact in the role aligned best at Level 4, i.e. could involve more detailed planning and assessment, but not complex / contentious.
Day to day supervisory decisions, such as case allocation, prioritisation, performance management, technical direction and quality checks, are made independently within established procedures. The the panel again thought this role differed from the Investigators (as for example, does not appear to be assessing risks / vulnerability in cases), however the panel recognised that the postholder would still be recommending changes to workflows that could affect working standards.
Operational and investigative consequences, JEQ advises: *"selecting an incorrect validated workflow, failing to follow an approved acquisition method, or not recognising that data has not fully processed may result in missing artefacts within the dataset provided to the investigating officer. As the laboratory generally supports volume crime and frontline investigations, any omission of relevant material could lead to delays, missed investigative opportunities, or incorrect assumptions being made during evidence review. In some cases, this may necessitate re processing of devices, cause investigative disruption or require officers to repeat review work once corrected datasets are produced"* . the panel felt there were potentially significant effects on investigatory procedures / outcomes.
As per other Digital Forensics evaluations; *"The panel had some debate over the Resources factor. Role previously received a Level 2. The unit handles digital devices "exhibits" that contain data relevent to investigations. Under JE conventions, a Level 2 can be awarded to roles that have "responsibility of handling / safekeeping of criminal evidence" which "must be original / irreplicable". Although evidence retrieved from devices is digital, exhibits must be handled properly so as not to jeopoardise the prospects of retrieval and to ensure devices are eventually returned in reasonable condition. Examples of roles that receive a Level 2 include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, panel thinks there's a prescedent that could be applied to the unit i.e. roles that handle evidence or property but don't have the ultimate responsibility for security / safekeeping). Because device handling is a key facet of work undertaken by the unit, the panel feels a Resources score is appropriate to all roles in the unit despite each roles handling devices to a different extent."*
The questionnaire cites frequent (daily) interruptions from urgent high-risk or vulnerability-related submissions requiring immediate reprioritisation, strict deadlines from time-critical / priority investigations (threat-to-life / serious crime), CPS / Court deadlines for charging decisions, SLAs, etc. The panel thought this wa similar to the Senior Investigator role but with additional demands due to Supervision / Management, deciding on the same Level 4 factor score. The panel considered the presence of several layers above the role in the hierarchy, which they thought would be more demanding.
No heightened physical demands. Generally office based, with occasional attendence at scenes, however this be to provide advice i.e. not physically recovering exhibits.
Generally office based, with occasional attendence at scenes, however this be to provide advice i.e. not physically recovering exhibits. The JEQ cites "unfavourable or unpredictable environments" but this is understood to generally refers to scenes where police presence may not be welcomed (see: Work Context).
Both the JD and JEQ highlight that the postholder will have sight of serious or potentially disturbing material, including child sexual abuse imagery, prohibited images of children, and other forms of extreme or unlawful digital content which will have a significant psychological, operational and legal risk. Regarding scene attendence, during questioning of the Senior Investigator role the unit manager explained this is typically infrequent and often involves going to a crime scene for a major where the site is secure and safe, however on occasion staff may need to attend a sex offenders house who is under license with a sex offender manager. The scenes have a suspect present and can be more volatile / hostile. However scenes are dynamically risk assessed and if staff ever feel the environment is not safe will not conduct the work.
The Person Specication is similar to the Senior Investigator Supervisor, albeit with points relating to Investigation omitted. The panel carefuly compared the Person Specification with both the Senior Investigator and the Investigations Supervisor roles. As with those roles, the panel thought that felt that knowledge and skills amounted to a digital forensics specialisation, and the supervision / management increased the diversity of skills required to undertaken the role. However, Because the role doesn't undertake duties relating to investigations, the panel thought that the complexity of this role was lesser than the Inestigations Supervisor and therefore could not be awarded the same score.

320	320	320	320
4	4	4	4
4	4	4	4
4	3/4	4	4
3	3	3	3
2	2	2	2
4	4	4	4
1	1	1	1
1	1	1	1
2	2	2	2
4	4	4	4

From: [redacted]
To: [redacted]
Subject: FW: Availability for a Job Evaluation Panel
Date: 27 August 2026 09:07:20
Attachments: image001.png

From: [redacted]
Sent: 26 August 2026 09:19
To: [redacted]
Cc: [redacted]
Subject: RE: Availability for a Job Evaluation Panel

Wonderful, thank you [redacted].

[redacted]

[redacted]
Change and Transformation Branch
[redacted]

Security Classification: OFFICIAL



From: [redacted]
Sent: 26 August 2026 09:18
To: [redacted]
Cc: [redacted]
Subject: RE: Availability for a Job Evaluation Panel

Good Morning [redacted],

Yes, I am available tomorrow to assist.

Kind Regards

[redacted]

[redacted]
Forensic Services

Greater Manchester Police
[redacted]

OFFICIAL

Please take a few minutes to send us your feedback on any aspect of Forensic Services. Your feedback is important to us as we strive to improve our service and overall customer experience. You can do this by e-mailing our Procedural Standards Unit at [redacted]

[redacted]

From: [redacted]
Sent: 26 August 2026 09:11
To: [redacted]
Cc: [redacted]
Subject: Availability for a Job Evaluation Panel

Hi [redacted],

I'm hoping that you may be able to help? On Thursday at 2-4pm (tomorrow) there is a job evaluation panel being held for the two Digital posts – Digital Forensic investigation Supervisor and Digital Forensic Technician Supervisor. I understand that [redacted] and [redacted] are not around, would you be able to be on hand between 3-4pm to answer any queries the panel may have re. these two posts?

Many thanks,
[redacted]

[redacted]
Change and Transformation Branch
[redacted]

Security Classification: OFFICIAL



From: [redacted]
To: [redacted]
Subject: FW: DF Technician Supervisor
Date: 01 September 2026 13:42:52
Attachments: image001.png
image002.png

OFFICIAL-SENSITIVE

Dear All,

Further to our discussions late last week concerning this role, we raised potential concerns over the content of the JD/JEQ. I forwarded you all a copy of the email I sent to the Project Team (Friday), outlining our concerns.

The content of the JD/JEQ has been checked (as per the email below) and confirmed as an accurate reflection. I therefore wanted to keep you in the loop. The role will therefore be **grade I**, which we confirmed would be the case if the JD/JEQ were double checked/confirmed.

Just to note, the below email refers to the grade I being a higher grade than the existing post. This is because they are referring to the existing grade H Snr roles as the starting point, rather than the existing grade I Supervisor role (the proposed structure will not have Snr and Supvr roles, but instead just Supvr roles). Also, the JD we received had a title of 'Laboratory Supervisor' in the footer and is also similar to the JD for the grade J role, it wasn't based on the existing grade H JD. Regardless of which JD this should have been based on, the information we evaluated resulted in a grade I.

If you have any queries, please let me know.

Many thanks,

[redacted]
People Branch
Greater Manchester Police
[redacted]
Follow us on Twitter: @gmpolice
Security Classification: **OFFICIAL-SENSITIVE**

PLEASE NOTE THAT MONDAY IS MY NON WORKING DAY

PLAN ON A PAGE: ACHIEVING OUTSTANDING

From: [redacted]
Sent: 01 September 2026 12:48
To: [redacted]

Cc: [redacted]
Subject: RE: DF Technician Supervisor

Hi [redacted]

Based on my review, I am satisfied that both the JD - Digital Forensic Technician Supervisor (draft).docx and JEQ - Digital Forensic Technician Supervisor.docx accurately reflect the requirements and responsibilities of the proposed role.

There are naturally some similarities with the other new supervisor role, as part of the intention was to align supervisory responsibilities and leadership expectations across the respective disciplines while recognising the distinct operational requirements of each area.

I was somewhat surprised that the evaluation resulted in a higher grade, particularly as the role will undertake less hands-on technical work than its predecessor. However, having considered the proposed duties, there is a clear increase in supervisory, managerial and accountability responsibilities, which may have influenced the outcome of the evaluation.

Please let me know if you require any further information or clarification.

Kind regards,

[redacted]
Forensic Services Branch
Greater Manchester Police

[redacted]
Security Classification ***OFFICIAL***

Please take a few minutes to send us your feedback on any aspect of Forensic Services. Your feedback is important to us as we strive to improve our service and overall customer experience. You can do this by e-mailing our Procedural Standards Unit at [redacted]

From: [redacted]
Sent: 01 September 2026 11:39
To: [redacted]
Cc: [redacted]
Subject: DF Technician Supervisor
Importance: High

Hi [redacted],

As just discussed, please find attached the JD and JEQ that was sent over to [redacted] team for evaluation. If you're able to review these and let me have your response back as soon as possible.

With thanks,
[redacted]

[redacted]
Change and Transformation Branch
[redacted]

Security Classification: OFFICIAL



From: [redacted]
To: [redacted]
Subject: FW: Outstanding JDs (2 x late submissions) (Tidied up) - Forensics Phase 2
Date: 28 August 2026 19:34:42
Attachments: image001.png
(2227s) Digital Forensic Investigation Supervisor (Tidied up version).docx
(2228s) Digital Forensic Technician Supervisor (Tidied up version without grade).docx

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OFFICIAL-SENSITIVE

Dear All,

Below is a copy of the email I sent to the Project Team earlier this evening, for your information (and as discussed).

I will keep you updated, as soon as I hear back.

Many thanks,

[redacted]
People Branch
Greater Manchester Police
[redacted]
Follow us on Twitter: @gmpolice
Security Classification: **OFFICIAL-SENSITIVE**

PLEASE NOTE THAT MONDAY IS MY NON WORKING DAY



From: [redacted]
Sent: 28 August 2026 16:28
To: [redacted]
Cc: [redacted]
Subject: Outstanding JDs (2 x late submissions) (Tidied up) - Forensics Phase 2

Hi [redacted] / [redacted],

A panel meeting was held for the attached yesterday afternoon, as promised. The panel spoke to [redacted] who kindly made himself available, during the panel to ask a few questions. The panel have reconvened today to have some further discussions.

I have tidied up both JDs and can confirm a grade J for the Digital Forensic Investigation Supervisor role.

For the Digital Forensic Technician Supervisor role, this was described as being at a much lower level. With this in mind, the panel are concerned that the JD and JEQ may include some elements that should possibly not be present and would suggest a review of the documents to double check (it was noted that many points have been copied for both roles). If everything within the JD/JEQ is an accurate reflection, the grade outcome is Grade I. Also, just to feed back, the original JD received for evaluation stated 'Digital Forensic Laboratory Supervisor' in the footer, which made it appear that this role was an amended version of that one, with a new post title. Perhaps the JD that should have been submitted, should have been a tracked changed version against the grade H Senior Digital Forensic Evidence Examiner JD instead? Either way, the role has been evaluated according to the JD/JEQ provided.

I have left the grade blank on the attached tidied up JD until you confirm back how you wish to proceed.

Also, the panel raised concerns with the timing of the evaluation of these roles (i.e. the evaluation should have taken place at the same time as the earlier batch of roles within the same group).

[redacted]/[redacted] please note the above for 2228s.

Many thanks,

[redacted]
[redacted]
People Branch
Greater Manchester Police
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
Follow us on Twitter: @gmpolice
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PLEASE NOTE THAT MONDAY IS MY NON WORKING DAY

