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:	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. 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. 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

- 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.

- 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.
- 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.
- 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.
- To attend relevant unit governance meetings as required.

- Digital Forensics.

-

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

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 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.
- 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.
- 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.

Forensic Quality and Regulation

- 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.
- 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.
- 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).
- 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.

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. Experience in attending case meetings and working with Senior Investigating Officers to direct digital investigation strategies. Experience of dealing with the UK Legal System including Courts & CPS. Experience of presenting evidence at court. Supervised staff in a digital forensic/investigation environment. Trained and mentored staff in the field of digital forensics. Ability to proactively manage multiple caseloads, assessing risk, prioritising, and dynamically adapting to change. Experience in monitoring performance and governance within a technical environment. 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
Knowledge 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 E	I/T 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
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
Ability to lead a team to deliver an efficient and effective service to the organisation.	E	AF/I
Ability to work well under pressure, maintaining awareness of a number of your team's investigations and prioritising workload accordingly.	E	AF/I
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
Ability to assess, decide/resolve issues logically and objectively.	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 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
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.

From: [redacted]
To: [redacted]
Subject: RE: Digital Forensics - Final Rationale Sheets (2227s / 2228s)
Date: 04 September 2026 20:35:58
Attachments: image001.png
image002.png

OFFICIAL-SENSITIVE

Hi [redacted],

Just a few observations from me (in addition to some typos/missing words etc, if you could please do the usual spell/grammar check – which I'm sure you would do anyway before finalising/uploading). If you could please update on Monday and I'll take a look on Tues am when I'm back in?

2227s Digital Forensic Investigation Supervisor

- MOP section – worth mentioning the JEQ states there is supervision of 10 posts which is per postholder (there will be 5 x roles, with 10 each).
- CI section – given the JDs/JEQs for 2227s and 2228s were very similar (which we all noted) we compared the two for these evaluations. I think we therefore need to include that we compared the creativity for this role against 2228s and we noted that this role has additional creativity and discussed differing elements such as 'determining the appropriate forensic strategy for a case'.
- CR section – I'm not 100% sure about the detail here and if it fully reflects our discussions/or wording in the JEQ if you could please take a look? I know we touched on the Snr role (which I wasn't on the panel for) but we compared with 2228s and this should be recorded (i.e. we felt this role was higher than 2228s due to the additional CR with the following: Officer in the Case (OIC), Senior Investigating Officer (SIO), Crown Prosecution Service (CPS), Solicitors, Barristers etc).
- CON section – I like how you've copied something from the JEQ for 2228s. I would do the same for 2227s (e.g. The decisions and recommendations made by the Digital Forensic Investigation Supervisor have significant operational, investigative and legal impact). This is really what the rationale sheets should include, i.e. bits taken from the JDs/JEQs.
- RES section – I'm not sure the text needs to be in blue italics (i.e. it's not a quote from the JD or JEQ). I'd remove the bit that states 'the role previously received a level 2' – no need to reference previous evaluations etc. I would also remove 'under JE conventions' and remove the examples of other posts mentioned here.
- WD section – I know exactly what you mean here, but I think you just need to explain that even with supervisory elements, the panel feel this is still in line with level 4 (something to that effect).
- WCxt section – I would copy the bit from the JEQ (i.e. Psychological risk arising from exposure to highly distressing and illegal digital material, including child sexual abuse imagery, extreme content and prohibited images) and how this is regular exposure.
- KS section – I would remove references to 'difficult to justify' etc (you're referring to a

different role here) and stick to what the panel discussed/agreed for this role (i.e. Supervisor has the supervision elements that the Snr doesn't etc).

2228s Digital Forensic Technician Supervisor

- MOP section – worth mentioning the JEQ states there is supervision of 10 posts which is per postholder (there will be 2 x roles, with 10 each).
- RES section – As above, I'm not sure the text needs to be in blue italics (i.e. not a quote from the JD or JEQ). I'd remove the bit that states 'the role previously received a level 2' – no need to reference previous evaluations etc. I would also remove 'under JE conventions' and remove the examples of other posts mentioned here.
- WD section – you compare to a Snr Investigator. We compared to 2227s in the panel (think you need to amend the post title)?
- WCxt section – JEQ refers to occasional. Again, I would copy the bit from the JEQ. Not sure if you need to mention any comparison to the Snr Investigator here? I know for this role we asked about frequency and although it varies (so can't give a definite), it was described as monthly. Not frequent like 2227s but we felt the risk is still there.
- KS section – again you refer to comparing the person specs for the Senior Investigator and Investigations Supervisor. I know you did have a look at these two, but we talked about the similarities/differences between this role and 2227s in the main. We agreed that the Digital Forensic Investigation Supervisor (2227s) had a higher level of KS.

Many thanks,

[redacted]
People Branch
Greater Manchester Police
Force Headquarters
Central Park
Northampton Road
M40 5BP
[redacted]
Follow us on Twitter: @gmpolice
Security Classification: **OFFICIAL-SENSITIVE**

[redacted]

PLAN ON A PAGE: ACHIEVING OUTSTANDING

From: [redacted]
Sent: 04 September 2026 16:43

To: [redacted]

Subject: Digital Forensics - Final Rationale Sheets (2227s / 2228s)

OFFICIAL-SENSITIVE

Hi All,

Further to the recent Digital Forensics Job Evaluations, please find attached typed up rationale for the following roles;

- 2227s Digital Forensic Investigation Supervisor
- 2228s Digital Forensic Technician Supervisor

Please let me know if there's any additions / corrections etc. required.

Thanks,

[redacted]
People Branch
Greater Manchester Police
[redacted]
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Security classification: OFFICIAL



From: [redacted]
To: [redacted]
Subject: RE: JD Evaluations for Digital Forensics
Date: 03 June 2026 10:45:51
Attachments: image001.png

Hi [redacted],

With regards to your questions below:

1) Wanted to ensure the panel correct understanding around any supervisor / management type of responsibilities;

- The JDs of all three technical/investigator roles state they deliver training and mentoring. The panel believes this is desk/lab-based support, rather than (for example) delivering formal training packages to a classroom setting where they would have temporary supervision.
  The training and mentoring will be internal and desk based rather than classroom

- We did note that as postholders progress, they will take a lead on larger/complex investigations, which will involve directing other members of the unit. Plus begin to peer-review / quality check work. We believe these duties apply to the higher end of the DFI & Senior roles.

More complex work and larger investigations will be allocated to those experien ced staff or higher grades yes. However the peer reviews are conducted on every case and part of the unit processes to ensure quality compliance and all staff once completed initial training will conduct peer reviews

2) Regarding Problem Solving, Innovation, etc. We noted the unit can encounter novel devices / emerging technologies, with a requirement to build bespoke workflows. Plus involved in improving processes using new tech and techniques. Would it be possible to get one or two working examples of what this could involve?
Applications from mobile phones develop quickly and the software we use may not decode information correctly. Staff will need to develop novel ways of extracting and interpreting the information, then testing and validating these processes to ensure the evidence gathered is admissible in courts. This may involve generating language model queries or writing software code for completion of the tasks.

3) Could you give us some context on crime scene attendance, i.e. frequency, whether they are just advising/directing or if they ever get 'hands-on' in retrieving devices, what sort of environments they enter (at the moment, panel assumes that scenes will be risk-assessed and usually relatively safe).
Crime scene attendance can be infrequent and often involve 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 are a lot more hostile with a suspect present and can be more volatile. All sceenswill be dynamically risk assessed and if staff ever feel the

environment is not safe will not conduct the work

4) Resources (devices / tools);- We note that ownership rests with Investigations Manager, but I assume postholders have a responsibility for safe handling of devices, so as not to jeopardise the prospects of retrieving data / to ensure devices can eventually be returned in a condition reasonable to when they were seized?
Yes 100% devices will be handled and integrity of exhibit handling is paramount to all roles within the DFIU. Staff must not only ensure devices are kept in reasonable condition but must ensure the integrity of the evidence captured from devices to ensure they are admissible in courts. If data if found to lost integrity this can result in the evidence being discharged from the case.

I will be available for any further conversations Thursday or any other questions.

My main concern is that the structure and difference between roles is understood in the complex and niche roles.

Thanks

[redacted]
Forensic Services Branch
Greater Manchester Police

Email: [redacted]
Tel: [redacted]
Ext. [redacted]
Mobile: [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: 02 June 2026 16:56
To: [redacted]
Subject: RE: JD Evaluations for Digital Forensics

Hi [redacted],

The panel will discussing the remaining two JDs this Thursday, 12:30 - 2:30pm.
Please could I ask a few questions in advance, to assist us? (if you're available we can also reach out towards the end of the meeting).

1) Wanted to ensure the panel correct understanding around any supervisor / management type of responsibilities;

- The JDs of all three technical/investigator roles state they deliver training and mentoring. The panel believes this is desk/lab-based support, rather than (for example) delivering formal training packages to a classroom setting where they would have temporary supervision.
- We did note that as postholders progress, they will take a lead on larger/complex investigations, which will involve directing other members of the unit. Plus begin to peer-review / quality check work. We believe these duties apply to the higher end of the DFI & Senior roles.

2) Regarding Problem Solving, Innovation, etc. We noted the unit can encounter novel devices / emerging technologies, with a requirement to build bespoke workflows. Plus involved in improving processes using new tech and techniques. Would it be possible to get one or two working examples of what this could involve?

3) Could you give us some context on crime scene attendance, i.e. frequency, whether they are just advising/directing or if they ever get 'hands-on' in retrieving devices, what sort of environments they enter (at the moment, panel assumes that scenes will be risk-assessed and usually relatively safe).

4) Resources (devices / tools);- We note that ownership rests with Investigations Manager, but I assume postholders have a responsibility for safe handling of devices, so as not to jeopardise the prospects of retrieving data / to ensure devices can eventually be returned in a condition reasonable to when they were seized?

Thanks,
[redacted]

From: [redacted]
Sent: 18 May 2026 12:48
To: [redacted]
Subject: JD Evaluations for Digital Forensics

Hi [redacted],

I'm writing to let you know that I've been tasked with undertaking Job Evaluations for the following Digital Forensics roles;

(2181s) Digital Forensic Assistant Manager
(2182s) Senior Digital Forensic Investigator
(2183s) Digital Forensic Investigator
(2184s) Digital Forensic Technician

A panel (three of us plus one union member) will work through the JDs, carefully measuring it against GMP's evaluation framework. The panel will meet (via Teams call) to discuss on **Thursday 21st, 12:30 – 2:30pm** and hopefully arrive at some provisional grades. We will obviously do our best to study the material and arrive at the appropriate outcomes.

We might have a few questions to ask, to clarify some aspects of the roles. For this we can either invite you into the panel at the end of the meeting, or send questions by e-mail (which is sometimes better if roles are complex). Would you be available please, if we reached out to you around 2pm-3pm on Thursday? There's no pressure during these calls, we can always follow things up later if any answers don't spring to mind at the time.

p.s. The timescales for these are quite tight, and we might not get through all roles by Thursday (so might have to schedule a second meeting). But I'll aim to keep you updated with progress.

Thanks,

[redacted]
People Branch
Greater Manchester Police
Mobile: [redacted] (work only)
Email: [redacted]
Follow us on X: @gmpolice
Security classification: OFFICIAL



From: [redacted]
To:
Cc:
Subject: Re: Digital Forensic JD Evaluations
Date: 09 June 2026 12:51:00
Attachments: image001.png

Hi All,

Re: Digital Forensic JD Evaluations

I've reviewed our evaluations, and summarised below any outstanding issues (questions). Current plan is to verbally ask these via the unit Line Manager this afternoon 2pm, I realise this is very short notice but please feel welcome to join if you're available ([redacted] will join so we at least have a +1).

I'll then feed answers back to us all with some (provisionally) final scores / justification sheets.

Queries - All Roles

***RESOURCES**. Roles previously awarded a Level 2. Under JE conventions, this can be awarded to roles that have "responsibility of handling / safekeeping of criminal evidence" which "must be original / irreplicable", so could be argued that digital devices apples here. Examples of roles that receive a 2 include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, I think there's a benchmark here that we can justify it with (i.e. roles that handle evidence of property that don't have the ultimate responsibility for security / safekeeping of items).*

***WORK DEMANDS OVERLAP**: The panel recognised that work would become more chaotic as postholders progress through the roles, and we believed that the lower grades would be shielded a little bit from it (due to workstream directed by the more senior roles). But at which point does the postholder have to start juggling things like competing demands themselves? Would that when they begin to lead investigations (i.e. higher end of the Investigator role)?*

***CREATIVITY**: Generally, the Panel was trying to get a better understanding how creativity and problem-solving differ across roles, or how each would be innovative.*

TECHNICIAN → The panel understood this role to be heavily guided, although at the Higher end it does mention "developing bespoke workflow to extract and interpreting information", does this really apply to the role, and if so could you give an example?

INVESTIGATOR → JEQ: "Higher-graded staff may also identify improvements to workflows, assist in evaluating new tools or techniques, and provide technical insight to colleagues". Would it be possible to give a working example of how a workflow has been improved, or what's involved in evaluating new tools / techniques?

SENIOR INVESTIGATOR → JEQ: "solve complex technical and operational problems on a daily basis [...] constructing bespoke workflows for new file systems or data types [using skills such as programming or data decoding" Again, could you take us though a working example of one of these complex problems, emphasising where the postholder would have the strongest creative inputs (e.g. programming?)

2181s Assistant Manager

MANAGEMENT (DISPERSAL): *The panel was split over the Dispersal factor. The JEQ states staff are based at one location, with the exception of Digital Media Investigators (DMIs). 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, I believe we can agree dispersal doesn't apply.*

2182s Senior Investigator

CONTACT*: The panel understood that the senior role would be advising on more complex / contentious matters, i.e. resolving disputes around forensic strategies, addressing high-risk or sensitive enquiries. Would it be possible for us to get a better understanding of how much of a step up this could be from Investigator role, i.e. influential and impactful. Perhaps a working example?*

Regards,

[redacted]
[redacted]
People Branch
Greater Manchester Police
Mobile: [redacted] (work only)
Email: [redacted]
Follow us on X: @gmpolice
Security classification: OFFICIAL



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		
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		
Substantial experience as a practitioner in the digital forensic field covering the triage, acquisition, processing, and reporting of digital evidence.	E	AF/I
Extensive experience handling and preparing digital datasets for investigative review, ensuring evidential integrity, continuity and compliance with documented procedures.	E	AF/I
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
Experience applying digital forensic principles to maintain integrity, continuity, validation and quality assurance.	E	AF/I
Trained and mentored staff in the field of digital forensics.	E	AF/I
Experience of working in a law enforcement capacity with a variety of crime types.	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
Supervised staff in a digital forensic/investigation environment.	D*	AF/I
Ability to proactively manage multiple caseloads, assessing risk, prioritising, and dynamically adapting to change.	E	AF/I
Experience in monitoring performance and governance within a technical environment.	D*	AF/I
Experience of problem solving and change management to improve business processes and service delivery.	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/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
Knowledge of managing performance and governance.	D*	I/T

Knowledge and understanding of Human Resources, People, and welfare policies.	D*	I/T
Skills/Abilities		
Ability to communicate with Investigators, Digital Forensic Leadership and third-parties to provide advice relating to the digital forensic laboratory.	E	AF/I
Ability to convey technical information in a manner understandable to the audience.	E	AF/I
Ability to lead a team to deliver an efficient and effective service to the organisation.	E	AF/I
Ability to work well under pressure, maintaining awareness of your team's caseload and prioritising workload accordingly.	E	AF/I
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
Ability to assess, decide/resolve issues logically and objectively.	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 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
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)

CONFIDENTIAL

Post: 2193's
Branch:
Ref Number:

Important Notes	

Factor	Factor Level	Points	Rationale
Supervision / Management	110	**16**	
Creativity & Innovation	4	**64**	JEQ- Mention of resolution making forensic review and coming up with new ways of working - procedures to make unit efficient
Contacts & Relationship	4	**74**	Speaking to outside agencies/ bodies. Mainly in house supervision/ cross branch. Culd be a 5 due to budgets and big decisions
Decisions - Discretion	4	**68**	May be a level 5??? Dealing with contracts/ agreeing service levels/ compliance/ strategies
Decisions - Consequences	5	**60**	May be a 4??? Contract nature of the job/ efficency delivery on forensics processes/ Accreditation to process in house/ standards
Resources	1	**10**	Maybe a 2??? No cash handling/ no evidence of handling/ legal processes ect.
Work Demands	4	**32**	Maybe a 3??? Managing staff, short notice deadlines/ briefing papers/ conflicting priorites/ service provision/
Physical Demands	2	**12**	Office based tasks/ heavy lifting exhibits
Working Conditions	1	**6**	Office based
Work Context	2	**16**	minimal office based
Knowledge & Skills	4	**144**	Could be a 5 or 6- Degree essential/ compliace/ codes of practice/ policies/ monitoring trends/ project managment / 5- managerial skills/ knowledge / HR awareness
Total	**502**		
Grade	**H**		

Comparison 1	Comparison 2	Comparison 3

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. Experience in attending case meetings and working with Senior Investigating Officers to direct digital investigation strategies. Experience of dealing with the UK Legal System including Courts & CPS. Experience of presenting evidence at court. Supervised staff in a digital forensic/investigation environment. Trained and mentored staff in the field of digital forensics. Ability to proactively manage multiple caseloads, assessing risk, prioritising, and dynamically adapting to change. Experience in monitoring performance and governance within a technical environment. 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
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
Ability to lead a team to deliver an efficient and effective service to the organisation.	E	AF/I
Ability to work well under pressure, maintaining awareness of a number of your team's investigations and prioritising workload accordingly.	E	AF/I
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
Ability to assess, decide/resolve issues logically and objectively.	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 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
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)

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

- **S+M** 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.
- **C+I** / **C+R** 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.
- **S+M** Accountable for the unit's performance and delivery against Service Level Agreements, Force objectives, and digital forensic standards.

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

- **S+M** 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.

- **C+R** Chair, facilitate and attend relevant unit and branch governance meetings as required.

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

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

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

- **C+R** 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.

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

Digital Forensic Case and Demand Management

- **C+I** 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.

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

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

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

- **C+R** 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

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

- **C+R** 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.

- **C+R** 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.

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

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

- **D+C** 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.

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

- **C+R** Attend court to present evidence as a digital forensic SME when required.

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

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

Training, Development and Communication

- **S+M** Supervise and support the development, competency and continuous improvement of Digital Forensic Practitioners.

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

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

- **S+M** 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

D+C 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.

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

D+C 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.

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

D+C 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.

S+M 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
<u>Knowledge</u>		
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.

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

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)

CONFIDENTIAL

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

Important Notes

Factor	Lower Factor Level	Points
Supervision / Management	210	**28**
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	5	**176**
Total	**526**	
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	Previous Scores
The postholder provides temporary supervision support, in the absence of a the Digital Forensic Investigation Supervisor (n.b. this is not one of the roles this panel has looked at; appears to be the role above?. This is described as coordination and operational oversight, to ensure continuity of work until a supervisor is available again. **But postholder doesn't have formal line management authority.** PERS SPEC: Acted as the lead Digital Forensic Practitioner on large and/or complex investigations and direct the work of other staff members. Trained and mentored staff in the field of digital forensics. Comments: Cover arrangements are usually no applied for JE purposes, however I believe this usually relates to non-supervisory duties of roles above. As this arrangement does appear to include some actual temporary supervision (and even if it doesn't have authority over issues like absences), I feel a 210 is appropriate for the role. No project work. No dispersal.	N/A
Examples of Innovation / Problem Solving: JEQ: Advanced digital forensic examinations for a wide range of devices (inc. emerging technologies), selecting appropriate techniques or building bespoke workflows to extract and interpret data. Resolve technical or analytical problems. Established guidelines, however may not apply to all scenarios and automated tools may be inadequate, requiring manual interventions. Examples of Fresh Thinking / Blank Sheet: [Pers Spec]: Ability to develop and utilise new technologies to further improve the effective and efficient provision of digital forensics. [JD Body]: - Handing of emerging technologies or novel devices. Building bespoke workflows. Contributes to the development of digital forensic techniques, supports research and development activity, ensures compliance. Comments: Indications that role will be determining workflows for unusual devices / emerging technologies, and improving existing processes thorugh the exploration of new tools and techniques, indicative of a Level 5. **However, could do with a real working example?**	N/A
JEQ: 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. [Pers Spec] Ability to convey difficult messages and use a range of communication techniques at different levels within the organisation. **Comments:** The wording of the points above are indicative of a Level 5, however contact would need to have 'very real and measurable material effects' [Conventions], which in this case would come from the effects of advising on forensic strategies.	N/A
Comments: JEQ is mostly the same as the role below, with additional emphasis on high-risk investigations, advicins on approches for handling novel devices, and advice given out-of-hours Therefore, feel that scoring of DEC + CON should match higher end of role below.	N/A
See above.	N/A
- Responsible for correct use, safekeeping of specialist digital forensic equipment, digital evidence, and devices. **but ownership resides with the Digital Forensic Investigations Manager.**	N/A
Deadlines? JEQ describes strict deadlines due to time critical examinations, CPS/Court deadlines, and SLAs. Plans and manages own workload. **Changing Problems / Interruptions / Frequency:** JEQ describes interruptions as "frequent and sometimes sudden", and "daily" due to "Urgent high risk or vulnerability related submissions", escalations form Investigators, CPS/Court requests requiring rapid clarification or additional work (+ additional examples provided). **Conflicting Priorities?** JEQ describes managing multiple examinations of varying urgency and complexity, Balancing analysis with enquiries, adjusting work to accommodate out of hours operational issues. **Comments:** Although interruptions are described as "daily" this does not necessarily indicate "constant" pressure and I feel that demands would still be a notch below Management level, therefore felt that a 4 was more appropriate than a 5.	N/A

No heightened physical demands. JEQ cites attendence on scenes to give advice, but this is not expected to involve physically retrieving evidence themselves. **To check re: below?**	N/A
Office based, with occasional visits to crime scenes to provide advice. **How frequent? Example of conditions?**	N/A
JEQ: 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.	N/A
Comments: 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 development 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 (using different techniques to convey technically complex / sensitive messages at different levels). Comments: Either 4 or 5. I don't think we could count supervision / communication as a specialism, and there's a possible argument that for the practical / legal side of digital forensics are just one area of expertise. But I do recognise that the role is more complicated at this senior level, due to having to lead on investigations and be an authoritive voice in the unit. The problem if that I'm unable to describe a wide range of activities / expertise (needed for a 5+), but on the otherhand a 4 feels a little low for where the role is pitched.	N/A

[redacted]	[redacted]	[redacted]	**Questions / Notes**
110 - 210	110 - 210	210	Questions Re: Supervision, extent, nature
5	5	4 - 5	Want working examples
4	5	4	Examples needed, re: effects of contact, impact of strategy, what are difficult messages?
4	4	4	
3	3	3	
2	2	2	
4	4	4	

1	1	1
1	1	1
2	3	3
4-5	4	4

2193s

Factor	Procedural Standards Manager (JD attached to email)
Supervision / Management	530
Creativity & Innovation	5
Contacts & Relationship	5
Decisions - Discretion	5
Decisions - Consequences	4
Resources	1
Work Demands	3
Physical Demands	1
Working Conditions	1
Work Context	1
Knowledge & Skills	6
Grade	**L**

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

- C+I 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.
- K+S Maintain a comprehensive understanding of digital forensics techniques, principles and methodologies, including the identification, preservation, triage, acquisition, processing and reporting of digital evidence.
- C+I Ensure processed datasets are prepared in clear, readable formats for investigative review.
- C+R 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.
- C+R Liaise with Investigators, Digital Forensic Leadership Team and other departments to provide updates, technical clarification or support relating to laboratory activity.
- C+R 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.

- C+R Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence.
- C+R 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.
- **C+I** Provide detailed statements, Streamlined Forensic Reports and case-specific reports, ensuring full CPIA-compliant disclosure.
- C+R 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.
- CTX Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance.

Training, Development and Communication

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

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:	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. 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. 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

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

- Maintain a comprehensive understanding of digital forensics techniques, principles and methodologies, including the identification, preservation, triage, acquisition, processing and reporting of digital evidence. K+S

- 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.

- Ensure processed datasets are prepared in clear, readable formats for investigative review. C+I

- Provide technical guidance to Digital Forensic Technicians and ensure that validated software, hardware and workflows are applied consistently.

- 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.

- Liaise with Investigators, Digital Forensic Leadership Team and other departments to provide updates, technical clarification or support relating to laboratory activity. C+R

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

- Ensure effective communication within the team and with relevant stakeholders, escalating operational risks where required. C+R

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

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

- 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. WCtx

Training, Development and Communication

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

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

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

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.

- 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

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		
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		
Substantial experience as a practitioner in the digital forensic field covering the triage, acquisition, processing, and reporting of digital evidence.	E	AF/I
Extensive experience handling and preparing digital datasets for investigative review, ensuring evidential integrity, continuity and compliance with documented procedures.	E	AF/I
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
Experience applying digital forensic principles to maintain integrity, continuity, validation and quality assurance.	E	AF/I
Trained and mentored staff in the field of digital forensics.	E	AF/I
Experience of working in a law enforcement capacity with a variety of crime types.	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
Supervised staff in a digital forensic/investigation environment.	D*	AF/I
Ability to proactively manage multiple caseloads, assessing risk, prioritising, and dynamically adapting to change.	E	AF/I
Experience in monitoring performance and governance within a technical environment.	D*	AF/I
Experience of problem solving and change management to improve business processes and service delivery.	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/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
Knowledge of managing performance and governance.	D*	I/T

Knowledge and understanding of Human Resources, People, and welfare policies.	D*	I/T
Skills/Abilities		
Ability to communicate with Investigators, Digital Forensic Leadership and third-parties to provide advice relating to the digital forensic laboratory.	E	AF/I
Ability to convey technical information in a manner understandable to the audience.	E	AF/I
Ability to lead a team to deliver an efficient and effective service to the organisation.	E	AF/I
Ability to work well under pressure, maintaining awareness of your team's caseload and prioritising workload accordingly.	E	AF/I
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
Ability to assess, decide/resolve issues logically and objectively.	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 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
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.

From: [redacted]
To: [redacted]
Subject: RE: Digital Forensic JD Evaluations
Date: 17 June 2026 11:48:52
Attachments: image001.png
image002.png

OFFICIAL-SENSITIVE

Hi all,

Thanks [redacted] for coming back. I will mark these JDs as complete.

Thanks again for your help with evaluating these JDs.

Many thanks,

[redacted]
People Branch
Greater Manchester Police
Force Headquarters
Central Park
Northampton Road
M40 5BP
Mobile: [redacted]
Email: [redacted]
Follow us on Twitter: @gmpolice
Security Classification: OFFICIAL

PLAN ON A PAGE: ACHIEVING OUTSTANDING

From: [redacted]
Sent: 15 June 2026 08:16
To [redacted]
Subject: Re: Digital Forensic JD Evaluations

OFFICIAL-SENSITIVE

Hi All,

My sincere apologises at only just picking this up.

I have reviewed the attached and am happy with the scores and rationale.

Thanks!

[redacted]
People Branch
Greater Manchester Police

[redacted]

Follow us on Twitter: @gmpolice
Security Classifica ion OFFICIAL

PLAN ON A PAGE: ACHIEVING OUTSTANDING

From: [redacted]
Sent: 11 June 2026 16:51
To [redacted]
Subject: Re: Digital Forensic JD Evaluations

OFFICIAL-SENSITIVE

Hi All,

We were able to get some responses / additional context from the line manager.

I've included these responses in the attached **draft** final rationale sheets for these roles (attached).

Please could you review the rationale sheets, **paying particular attention to the suggested scores and rationale for the following;**

- Work Demands across the Technician, Investigator, and Senior Investigator roles.
- Creativity across the Technician, Investigator, and Senior Investigator roles.
- Contact for the Senior Investigator role.
- (I think we're okay with Management / Resources now for all roles?)

Please could you let me have your feedback and opinions, especially as I've tweaked a few of the scores based on the answers received from the line manager.
If you have a different opinion / feel we need further information, please let me know.

Please could you copy [redacted] into your response, as I'm on leave next week.

If / when we are all in agreement, we'll mark these as complete & as always thanks for your help with another batch of tricky evaluations!

Regards,

[redacted]
People Branch
Greater Manchester Police
[redacted]
Follow us on X: @gmpolice
Security classification: OFFICIAL

PLAN ON A PAGE: ACHIEVING OUTSTANDING

From: [redacted]
Sent: 09 June 2026 12:52
To [redacted]
Cc: [redacted]
Subject: Re: Digital Forensic JD Evaluations

Hi All,

Re: Digital Forensic JD Evaluations

I've reviewed our evaluations, and summarised below any outstanding issues (questions). Current plan is to verbally ask these via the unit Line Manager this afternoon 2pm, I realise this is very short notice but please feel welcome to join if you're available [redacted] will join so we at least have a +1).

I'll then feed answers back to us all with some (provisionally) final scores / justification sheets.

> ***Queries - All Roles***
>
> ***RESOURCES****. Roles previously awarded a Level 2. Under JE conventions, this can be awarded to roles that have "responsibility of handling / safekeeping of criminal evidence" which "must be original / irreplicable", so could be argued that digital devices apples here. Examples of roles that receive a 2 include; Admin Assistant (CSI), Forensic Reception Officer, Stores Assistant, Stores Administrator, Identification Technician etc. Therefore, I think there's a benchmark here that we can justify it with (i.e. roles that handle evidence of property that don't have the ultimate responsibility for security / safekeeping of items).*

***WORK DEMANDS OVERLAP**: The panel recognised that work would become more chaotic as postholders progress through the roles, and we believed that the lower grades would be shielded a little bit from it (due to workstream directed by the more senior roles). But at which point does the postholder have to start juggling things like competing demands themselves? Would that when they begin to lead investigations (i.e. higher end of the Investigator role)?*

***CREATIVITY**: Generally, the Panel was trying to get a better understanding how creativity and problem-solving differ across roles, or how each would be innovative.*

> *TECHNICIAN → The panel understood this role to be heavily guided, although at the Higher end it does mention "developing bespoke workflow to extract and interpreting information", does this really apply to the role, and if so could you give an example?*
>
> *INVESTIGATOR → JEQ: "Higher-graded staff may also identify improvements to workflows, assist in evaluating new tools or techniques, and provide technical insight to colleagues". Would it be possible to give a working example of how a workflow has been improved, or what's involved in evaluating new tools / techniques?*
>
> *SENIOR INVESTIGATOR → JEQ: "solve complex technical and operational problems on a daily basis […] constructing bespoke workflows for new file systems or data types [using skills such as programming or data decoding" Again, could you take us though a working example of one of these complex problems, emphasising where the postholder would have the strongest creative inputs (e.g. programming?)*

2181s Assistant Manager

***MANAGEMENT (DISPERSAL):** The panel was split over the Dispersal factor. The JEQ states staff are based at one location, with the exception of Digital Media Investigators (DMIs). 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, I believe we can agree dispersal doesn't apply.*

2182s Senior Investigator

***CONTACT**: The panel understood that the senior role would be advising on more complex / contentious matters, i.e. resolving disputes around forensic strategies, addressing high-risk or sensitive enquiries. Would it be possible for us to get a better understanding of how much of a step up this could be from Investigator role, i.e. influential and impactful. Perhaps a working example?*

Regards,

[redacted]
People Branch
Greater Manchester Police
[redacted]
Follow us on X: @gmpolice
Security classification: OFFICIAL



CONFIDENTIAL

Post: Digital Forensi
Branch: VH Serious Cr
Ref Number: 2228s

Important Notes

Factor	Lower 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	3	**24**

Physical Demands	1	**6**
Working Conditions	1	**6**
Work Context	2	**16**
Knowledge & Skills	4	**144**
Total	**510**	
Grade	**I**	

c Technician Supervisor
ime Division (Forensic Services)

Digital Forensic Technician Supervisor based on Digital Forensic Laboratory Supervisor (Grade I), tracked changes no reliable (needs to be evaluated as new).

The JD is mostly the same as the Forensics Investigations Supervisor, so how does this role differ? It appears the investigator is undertaking device examinations as well as supervision/management.

Rationale	Previous Scores		[redacted]	[redacted]
Direct supervision of 10 x Technicians. No project management (but leads on small-scale improvements). No dispersal. **Comments:** The supervision of this role appears to have reduced in scope and number (existing JD states responsible for Senior (&vnon-Senior) Forensic Evidence Examiners, Support Assistants,and Network & Infrastucture Support Officer. Scored a Level 3 as only suprvises one role (not "a group undertaking tasks in the same general area of work". Need to be mindful of score allocated to Forensic Investigations Supervisor (Level 3) and Asst Manager (Level 4).	430		320	320
JEQ: "The role requires creativity when adapting validated forensic processes to accommodate new device types, encryption issues, emerging technologies and unexpected data formats." **Question: (1)** How does this differ from the Forensic Investigator roles? As we understand the Investigators will be the one getting hands-on by adjusting data models, programming scripts, taking a lead on validation etc. Is this role coordinating between the technicians / investigators rather than being hands-on? (2) Would it be correct to say the more complex issues rest with them? **Comments:** Provisionally scored a 4,	4		4	4
▪ 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." **Comments:** This role appears to differ 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. I don't think the remaining activities (above) are complex or contentious enough to warrant the same score.	4		4	4
Day to day supervisory decisions, such as case allocation, prioritisation, performance management, technical direction and quality checks, are made independently within established procedures. Does not appear to be assessing risk, vulnerability etc. in the same way as Forensic Supervisor.	3		3-4	4
	3		3	3
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	2		2	2
Comments: JEQ cites frequent conflicting priorities and service-level agreements. 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.	3		4	4

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).	1	1	1
Predominantly Office Based	1	1	1
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.	2	2	2
Person Spec extremely similar to Forensic Investigations Supervisor.	4	4	4

[redacted]	Questions / Notes
320	
4	**QUESTION**
4	Differences in Contact
4	Possible still 4 as recommending changes to workflows that affect working standings. To the same extent as Forensic Investigator Supervisor???
3	
2	
4	

1	
1	
2	QUESTION: FREQUENCY
4	

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

- C+I 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.
- K+S Maintain a comprehensive understanding of digital forensics techniques, principles and methodologies, including the identification, preservation, acquisition, examination, analysis and reporting of digital evidence.
- C+I Manage assigned digital forensic requests within their caseload, including dynamic reviews and risk assessments, prioritisation, updates to Investigators/Officers, and maintaining contemporaneous notes.
- C+R 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.
- C+R 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.
- C+R 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.
- C+R Responsible for working with investigating officers and directing the investigation in relation to digital forensics.
- C+I Support the Digital Forensic Submission process by assessing requests, advising on investigative approaches, and generating digital strategies.
- C+R Attend scenes and operational meetings as a SME to provide advice on the recovery and recording of digital evidence.
- C+R 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.
- C+R Provide expert interpretation of digital evidence through detailed statements, Streamlined Forensic Reports and case-specific reports, ensuring full CPIA-compliant disclosure.
- C+R 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.
- CTX Deal with serious or potentially disturbing material in line with risk assessments and welfare guidance.

Training, Development and Communication

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

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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
<u>Knowledge</u> **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 *<u>As for Grade F plus:</u>* 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.