



Role Profile

Role Profile Part 1			
Role title	Chemical Treatment Unit Supervisor	Grade/Rank	SO2
Dept/Area	Forensic Services	Vetting Level	
Responsible to	Biometrics Manager	Staff line managed	Fingerprint Enhancement Officers
Reviewed by (Line Manager)	Jon Gadd, Biometrics Manager	Date	20 December 2024
Purpose of Job	To manage Chemical Treatment Unit staff and resources ensuring operational capability and compliance to quality operating standards. To process items submitted to the Chemical Treatment Unit for forensic examination using the appropriate chemical treatment and/or specialist equipment. Be the Single Point of Contact for the provision of expert advice.		
Key Accountabilities	1. Line Management responsibility for CTU staff and their effective deployment, both in the Laboratory and at Crime Scenes. To identify means of continuous improvement for individual staff and the department as a whole. Including delivering external training. 2. Responsibility for all aspects of COSHH requirements, ensuring strict compliance with guidelines and to use and maintain equipment and chemicals in the Unit in accordance with the Health and Safety at Work Act. 3. To write Health & Safety risk assessments for the Unit and for other departments where chemicals are employed and ensure compliance. 4. Budgetary responsibilities for operational equipment, maintenance contracts and overtime. 5. To develop, enhance and record fingerprints and other marks through the use of chemical processes and specialist equipment. 6. To have thorough familiarity with and coach others in the Home Office /DSTL Fingermark Visualisation Manual and associated updates, adhering strictly to its instructions regarding chemical treatments, referred to in HCIOWC/HSS SOPs. 7. To act as the single point of contact for specialist advice on the best techniques to apply for forensic recovery and on submissions policies for best investigative outcomes and keep apprised of developments in this field.		



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	8. Responsible for the sourcing and control of necessary equipment and consumables, determining required specifications and providing expert recommendations for purchasing to enable the most cost effective procurement. Covering the legal requirements of any licenced substance. 9. To prepare reports and statements in accordance with the rules of evidence and attend court, when necessary, as an expert witness. To negotiate time scales for delivery with CPS lawyers and Officers and balance resources accordingly. 10. To write, validate and regularly review Forensic Services, Force Policies and Procedures and quality assurance/FSR/ISO documentation covering all Chemical Treatment Unit activities. 11. To work with the CTU Technical Manager and the Quality Team to ensure quality assurance processes are in place, managed and adhered to and that they are compliant to the FSR Code and relevant ISO standards, ensuring formal accreditation is achieved and maintained. 12. To give regular and effective service Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. The role holder may be required to attend crime scenes within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. The post holder may be required to work occasional unsocial hours. The post-holder will be required to undertake regular eyesight testing as defined by the organisation. The role holder may be required to visit various locations within Hampshire and the Isle of Wight, and must hold a Full DVLA category B



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driving licence and be prepared to take and pass a Force driving course if required.

The post holder must provide their fingerprints and DNA for elimination purposes, as a requirement of the post.

The post holder must have good eyesight in accordance with the prevailing standards at the time, with or without correction, in order to perform the detailed and meticulous work associated to the role, participation in biannual testing is mandatory.

All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.



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Role Profile Part 2	
CVF Recruitment Competencies and Level	We are Emotionally Aware Level 2 We Deliver, Support and Inspire Level 2 We Analyse Critically Level 2 Transparency
Education/Qualifications	Essential: - Educated to QCF Level 4 in a science subject or significant work experience deemed to have brought the post holder to a comparable level. - The post holder must have held a full Category B, DVLA - The post holder must have good eyesight in accordance with the prevailing standards at the time. Desirable: - Educated to Level 6 standard in the science field and/or an appropriate technical qualification. - COSHH and/or NEBOSH trained or other relevant Health and Safety training or experience.
Experience and Skills	Essential: - A proven track record of managing people and the delivery of quality assured processes and services. - Proven experience in managing large volumes of work under time pressure. Desirable: - Previous work experience in a related field of work/environment, this could be any of the following: Forensic work, general science/laboratory work, extensive, detailed investigative work, experience in a Criminal Justice role. - Worked with chemicals in a safety conscious environment. - Experience of Crime scene Investigation / Forensic/ Fingerprint work.



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	• Knowledge of police organisation and structure and relevant legislation.		
Approved by People Services	Jayne Beddall MCIPD Senior HR Adviser	Date	03/03/2023



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Role Profile Part 3		
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.	
	Resolute, compassionate and committed	
	We are Emotionally Aware	Level 2
	We Take Ownership	Level 2
	Inclusive, enabling and visionary leadership	
	We are collaborative	Level 1
	We Deliver, Support and Inspire	Level 2
	Intelligent, creative and informed policing	
	We Analyse Critically	Level 2
	We are Innovative and Open Minded	Level 2
Underpinning Values	Impartiality	
	Integrity	
	Public Service	
	Transparency	
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required	
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.	

