

| ROLE PROFILE<br>Part1    | Role<br>Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CHEMICAL TREATMENT<br>UNIT SUPERVISOR |  |  | Dept<br>/LPA | SCIENTIFIC SERVICES<br>DEPARTMENT |
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| Grade/Rank               | SO2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |  |  |              |                                   |
| Responsible<br>To        | Biometrics Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |  |  |              |                                   |
| Staff Line<br>Managed    | Chemical Treatment Laboratory Technicians                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |  |  |              |                                   |
| Reviewed by<br>(Manager) | Jon Gadd, Biometrics Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                       |  |  | Date         | February 2023                     |
| 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<br>Accountabilities  | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. To write H&amp;S risk assessments for the Unit and for other departments where chemicals are employed and ensure compliance.</li> <li>4. Budgetary responsibilities for operational equipment, maintenance contracts and overtime.</li> <li>5. To develop, enhance and record fingerprints through the use of chemical processes and specialist equipment and to examine documents for indented writing or alterations by use of ESDA and VSC equipment. To capture and enhance FRD and footwear marks using a GL Scanner.</li> <li>6. To have thorough familiarity with and coach others in the Home Office /DSTL Fingerprint Visualisation Manual and associated updates, adhering strictly to its instructions regarding chemical treatments, referred to in HCIOWC/HSS SOPs.</li> <li>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 appraised of developments in this field.</li> <li>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.</li> <li>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.</li> <li>10. To write, validate and regularly review SSD, Force Policies and Procedures and quality assurance/FSR/ISO documentation covering all Chemical Treatment Unit activities.</li> <li>11. To work with the CTU/DNA Laboratory Technical Manager 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.</li> <li>12. To give regular and effective service</li> </ol> <p>Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire &amp; IOW 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.</p> |                                       |  |  |              |                                   |

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| <b>Additional Requirements</b>                                       | <p>Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation.</p> <p>The role holder may be required to attend scenes of crime within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary.</p> <p>The postholder may be required to work occasional unsocial hours.</p> <p>The post-holder will be required to undertake regular eyesight testing as defined by the organisation.</p> <p>May be asked to carry out fire warden duties to meet required standards if required.</p> <p>All officers and staff must be aware of risk in relation to their role, please view the appropriate Health &amp; Safety Risk Assessment for the role.</p> |
| <b>ROLE PROFILE Part2</b><br><br><b>CVF Recruitment Competencies</b> | <p><a href="#">We are Emotionally Aware</a> Level 2</p> <p><a href="#">We Deliver, Support and Inspire</a> Level 2</p> <p><a href="#">We Analyse Critically</a> Level 2</p> <p><a href="#">Transparency</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Education/Qualifications</b>                                      | <p><b>Essential:</b> Educated to <a href="#">QCF Level</a> 4 in a science subject or significant work experience deemed to have brought the postholder to a comparable level.</p> <p>You must have good eyesight, ie at least 6/36 uncorrected vision.</p> <p><b>Desirable:</b> Educated to masters level standard in the science field and/or an appropriate technical qualification.</p> <p>COSHH and/or NEBOSH trained or other relevant Health and Safety training or experience.</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Experience and Skills</b>                                         | <p><b>Essential:</b> Post-qualification work experience in a relevant environment e.g. education/hospital/laboratory or similar.</p> <p>To be able to demonstrate the ability to handle exhibits without destroying forensic evidence which may be present.</p> <p>Worked with chemicals in a safety conscious environment.</p> <p>Used to dealing with a large volume of work under time pressure.</p> <p><b>Desirable:</b> Some experience in a supervisory capacity.</p> <p>Some experience of photography in a professional or amateur capacity</p> <p>Experience of Scenes of Crime/Forensic/Fingerprint work.</p> <p>Knowledge of police organisation and structure and relevant legislation.</p>                                                                                                                                                                                                                 |
| <b>Approved by HR</b>                                                | <div> <div>Jayne Beddall MCIPD Senior HR Adviser</div> <div> <b>Date</b> 03/03/2023 </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |