



Role Profile

Role Profile Part 1			
Role title	Head of Forensic Services	Grade/Rank	HMG C Band
Dept/Area	Criminal Justice	Vetting Level	MV
Responsible to	Chief Superintendent Head of Criminal Justice	Staff line managed	Quality Manager, Forensic Support Services Manager, Forensic Operational Services Manager
Reviewed by (Line Manager)	C/Supt 29981 Matt Bourne	Date	December 2024
Purpose of Job	<p>The strategic management of Forensic Services.</p> <p>Forensic Services are used to support a variety of investigations and can be used to provide evidence to support, refute and identify further lines of enquiries. The role is a strategic leadership role overseeing the physical and digital forensic teams. It ensures that the Forensic Services enables the Constabulary in meeting its strategic aims and operational priorities.</p>		
Key Accountabilities	<p>The role is responsible for the ensuring the forensic services provided to the constabulary and used in their investigations is of high quality and through continuous improvement and monitoring that this quality is assured to all users in the Criminal Justice System.</p> <ol style="list-style-type: none"> 1. Design and develop the forensic service business strategy to meet the policing plan 2. Ensure the delivery of forensic services meets the requirements of the Criminal Justice System and service levels are clearly defined and measured. 3. Ensure the welfare and development of Forensics' staff in line with the people plans, the Forensic Science Regulators (FSR) Act and Statutory Code, and in ensuring Forensics is a safe place to work. 4. Management of Risk, Issues and Opportunities to ensure the enduring continuity of Forensic Services 5. Manage performance management and improvement of the teams both within the service and the wider force (in respect to the forensic outcome), holding managers to account that considers activity, tangible outcomes, qualitative, people and business measures. 6. Lead on the implementation and compliance with all forensic quality standards across the force, the FSR's Act and Statutory Code, other relevant legislation and NPCC guidance across Forensics. 		



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	<ol style="list-style-type: none">7. Advise and support Chief Officers, and colleagues on Forensic science issues and ensure that the force benefits from good practice8. Proactively reach out beyond the Forensics department to ensure that all forensic science considered and used by the force benefits from your expertise, experience of established and assured practice locally and / or nationally.9. Ensure excellent and productive relationships with key stakeholders and senior users in the force, regionally and where relevant nationally.10. Lead on ensuring forensics compliance with regulations and guidance on information assurance, disclosure and business continuity.11. Work closely with finance and business partners to, effectively manage the budget, and meet procurement and financial regulations in the commissioning of forensic service and products.12. Act as the single point of contact for the force for Biometrics, DF, CSI, Marketplace and all forensic business related matters requiring force attention nationally.
Additional Requirements	<ul style="list-style-type: none">• Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data.• 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.• The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary.• There may be a requirement to work unsocial hours occasionally in order to respond to operational demands for which the appropriate recompense will be paid.• All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role.



Role Profile

Role Profile Part 2	
CVF Recruitment Competencies and Level	<p>We are Emotionally Aware</p> <p>We Take Ownership</p> <p>We are collaborative</p> <p>We Deliver, Support and Inspire</p> <p>We Analyse Critically</p> <p>We are Innovative and Open Minded</p> <p>Integrity</p> <p>Impartiality</p> <p>Public Service</p> <p>Transparency</p>
Education/Qualifications	<p>Essential:</p> <p>QCF Level 8 or previous management experience deemed to have brought the post holder to an acceptable level.</p> <p>Desirable:</p> <p>Recognised qualification in a forensic science related discipline.</p> <p>Business management qualification.</p>
Experience and Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Senior management experience within a Scientific Services Department or similar function. • Experience of managing a full range of forensic techniques and processes (including Hi Tech Crime and Communications Intelligence) to effectively support the investigative process. • Experience of managing and operating within recognised quality assurance systems such as; ISO International Standardisation Organisation, IIP Investors in People, EFQM European Foundation for Quality Management. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working in national teams or expert networks • Experience of managing significant budgets within financial management systems.




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Approved by People Services		Date	
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Role Profile

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		
	<u>We are Emotionally Aware</u>	Level #	
	<u>We Take Ownership</u>	Level #	
	Inclusive, enabling and visionary leadership		
	<u>We are collaborative</u>	Level #	
	<u>We Deliver, Support and Inspire</u>	Level #	
	Intelligent, creative and informed policing		
	<u>We Analyse Critically</u>	Level #	
	<u>We are Innovative and Open Minded</u>	Level #	
Underpinning Values	<u>Impartiality</u>		
	<u>Integrity</u>		
	<u>Public Service</u>		
	<u>Transparency</u>		
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.		