



# E-Discovery and Digital Forensic Lead

## Pro Active International Money Laundering Investigation Team

### Department of Home Affairs, Isle of Man Constabulary

#### D409, Pay Band 16

### About the IOMC Financial Crime Team

The Isle of Man Constabulary Financial Crime Teams are responsible for identifying and investigating offences of fraud, money laundering, terrorism financing and proliferation financing both on a domestic and international level.

Working in partnership with other agencies the Financial Crime Teams are expected to identify typologies in order to prevent and detect financial crime involving an Isle of Man nexus for the flow of funds through the Isle of Man in order to keep people safe.

As an international finance centre, the island is subject to external scrutiny and inspection of its compliance regime and performance against the FATF Standards. The main focus of the Constabulary is showing effectiveness against its intelligence, investigation and asset recovery capability.

The team collate, examine and analyse evidence leading to the successful apprehension and prosecution of offenders. Some of the key responsibilities of the team are:

- Investigating serious and complex financial crime, money laundering and other associated offences
- Working in partnership with AML/CFT partners and other Law Enforcement Agencies
- Analysing the current and future threats to the IOM as an International Finance Centre
- Contributing to the National Risk Assessment
- Developing and implementing new and innovative investigative techniques

The Pro-Active International Money Laundering Investigation Team (PIMLIT) is a specialist department working under the Isle of Man Constabulary's Financial Crime umbrella. The Isle of Man is a unique offshore international finance centre which operates to International Anti Money Laundering, FATF standards.

### What does the role involve?

The role holder will work with Investigators and Analysts to identify and investigate offences related to complex domestic and international money laundering, terrorism financing and proliferation of weapons. As the E-Discovery and Digital Forensic Lead, you will collate, examine and analyse intelligence and digital information to gather evidence leading to the successful apprehension and prosecution of offenders. You will:

- Report to the Senior Strategic Analyst and specialist resources lead, providing both operational and strategic updates.
- Lead in the use and management of the IOMC Financial Crime Team's e-discovery platform, Nuix.

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- Play an integral role in determining the digital strategy for investigations within both the Domestic and International Financial Crime teams.
- Provide analytical support for digital investigations.
- Provide support and training to the trainee digital forensic officer, investigators, and legal teams.
- Give advice on digital forensic investigations and the use of e-discovery tools.
- Develop digital capabilities, including but not limited to e-discovery, open-source research, and cryptocurrency / blockchain analysis.
- Process mapping to implement and maintain process documents for the use of e-discovery software.
- Stay updated on the latest trends and technologies in cybersecurity, e-discovery, cryptocurrencies, and digital forensics.

You will be responsible for managing and facilitating the use of the e-discovery platform on a day-to-day basis, ensuring tasks meet set deadlines. This involves executing project-specific tasks primarily focused on e-discovery and digital forensic examinations. Utilising key forensic examination methods and e-discovery tools, tasks will include but are not limited to:

- Understand the full end to end lifecycle of e-discovery from a technical perspective starting with identification, collection, preservation, and review of electronic data.
- Facilitate the secure transfer of digital material to the e-discovery platform. Including data loading, normalization, and reporting.
- Conducting electronic file conversion and processing, including performing and documenting quality control checks.
- Constructing and running key work searches and meta data analysis using the e-discovery platform.
- Conduct database querying and data analytics.
- Management of electronic disclosure in line with information governance policies.

## Problem-Solving and Autonomy

Your problem-solving and decision-making skills will be crucial in leading and delivering work within your own area of expertise, through:

- Sound professional judgement, analytical skills, curiosity, and practicality.
- Excellent knowledge of computer operating systems.
- Ability to research and interrogate to a high-level police information, intelligence systems and open source intelligence.
- Collaboration with senior members of the organisation and peers.
- Providing technical end-to-end strategies.
- Researching, troubleshooting, or escalating technical issues appropriately.
- Understanding and adhering to best practices and guidelines.

Autonomy is key in this role, where you will:

- Be a self-starter with excellent organisational and interpersonal skills.

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- Demonstrate sound understanding of gathering, preparing, and presenting digital evidence.
- Work under pressure and adhere to deadlines, organising individual workload and prioritise tasks accordingly.
- Take ownership of end user queries and facilitate escalation of complex issues to third line support provider where necessary.
- Confidently escalate matters to an appropriate level and oversee outsourced e-discovery tasks.
- Keep up to date with advances in technology and best practice through CPD and horizon scanning.
- Determine future training needs as technology advances, providing practical advice to staff when necessary.

## Contacts and Communication

You will / will have:

- The ability to suggest innovative solutions to improve the capability of the e-discovery workflows and usage across the financial crime teams and wider Constabulary.
- The ability to design and create bespoke workflows for the e-discovery software solution.
- Experience of building relationships with a wide range of individuals to facilitate working with key stakeholders, partners and third-party providers.
- Communicate to both immediate line management, strategic leaders, and practitioners in relation to e-discovery and digital forensic matters.
- Provide operational updates and briefings identifying potential delays to the investigation and setting realistic and achievable deadlines with your supervisors for completing milestone pieces of work throughout the investigation cycle.
- Produce written reports and evidential statements.
- Provide evidence at Court for both criminal and civil matters.

## Management of Resources

While you will have direct line management of one member of staff, you will collaborate with other digital practitioners sharing experience and best practice. This role is ring-fenced from the wider IOMC Digital Evidence Unit.

## Competencies

All Department of Home Affairs staff are expected to recognise that the everyday business of the Department requires the highest level of personal integrity. All staff have a personal responsibility to maintain the confidentiality of all business and to uphold such confidences both in administering the business within and outside of work. As a member of the Department of Home Affairs working for the Isle of Man Constabulary, the role holder represents the Department in a wide range of settings. It is expected that they will be a committed ambassador of the Division and the work that it seeks to achieve. The E-Discovery and Digital Forensic Lead is responsible for the implementation of, and compliance with, any departmental provisions for Performance & Development.

## Performance management and improvement

The role holder has a personal responsibility for participating in any departmental performance and development scheme management. The role holder is responsible for his/her own health and safety and the impact of his/her actions on others. The role holder will be responsible for identifying any possible risks or near misses to a responsible manager and or the Health & Safety Review Group.

## Person Specification

Attributes	Essential (E) or Desirable (D)	Method of Assessment
<b>Credibility</b>		
<u>Hold one of the following:</u> <ul style="list-style-type: none"> <li>Associate, Bachelor's or Graduate degree from an accredited university provider or equivalent preferred or Level 6 Diploma in an appropriate field</li> <li>Certified user Nuix e-discovery</li> <li>Certification in digital forensics such as Encase, FTK, Cellebrite</li> </ul>	E	CV
Accompanied by a combination of <u>at least two</u> of the following; <ul style="list-style-type: none"> <li>Working knowledge of e-discovery software applications (Nuix) considerable experience processing data in an e-discovery environment or similar technical work</li> <li>Understanding of Legally Privileged Material</li> <li>Understanding of ISO 17025 standards</li> <li>Knowledge of criminal justice procedures and law enforcement legislation</li> <li>Knowledge of securing data evidentially from cloud-based storage and online accounts</li> <li>Experience of email/file server and archiving environments and interpretation of server logs, MS Exchange, Lotus Notes, eVault etc.</li> </ul>	E	CV
Willing to work towards certification in Nuix e-discovery and in digital forensics such as Encase, FTK, Cellebrite	E	Interview
Evidence of continuous professional development	E	Interview
<b>Capability</b>		
Excellent understanding of MS suite of products including Word, Excel, PowerPoint	E	CV
Fluency in English language - additional Languages are valuable	E D	CV / Interview
Strong written and verbal skills including presentation skills to communicate effectively and build	E	CV / Interview

relationships and the ability to handle difficult conversation and potentially hostile situations		
Ability to provide technical advice in an easy-to-understand manner to a non-technical audience	E	Interview
Analytical ability and attention to detail	E	CV
Understanding and advising on the use of OCR in digital investigations	E	Interview
Ability to plan, prioritise and manage workload	E	Interview
Proven experience in forensic technology specifically working in e-discovery and or Digital Investigations	D	CV
Proficiency using the Nuix e-discovery tools, and a full understanding of the necessary workflow required from data collection to production, including evidence handling	D	Interview
Thorough technical understanding of forensic collection techniques, data processing tools and review platforms, including experience of data processing preferably through Nuix	D	CV / Interview
Knowledge of SQL, Python and/or JavaScript	D	CV / Interview
Experience of proving evidence at Court	D	CV
<b>Character</b>		
Problem solving skills with a high level of attention to detail	E	CV / Interview
Able to work constructively and collaboratively with the team and colleagues under pressure	E	Interview
Proactive and keen to learn with a desire to improve and develop	E	Interview
Confident and able to work independently with minimum supervision as well as a team player	E	Interview
Resilient under pressure	E	Interview
Reliable meets deadlines and anticipates problems	E	Interview
Welcomes mistakes or errors as opportunities for improving business process	E	Interview
<b>Circumstances and Interests</b>		
Able to travel on and off island for training courses and conferences when required	E	Interview
Satisfactory Police Check	E	Pre-Employment Checks
Isle of Man Worker	D	Application
Full, valid driving license with access to own vehicle	D	Pre-Employment Checks