

Digital Evidence Unit, Senior Digital Forensic Investigator

Department of Home Affairs, Digital Evidence Unit

D 409 / Pay Band 16

What will you do?

The Digital Evidence Unit is part of the Department of Home Affairs. It provides expert technical investigative support to the Isle of Man Constabulary.

The Senior Digital Forensic Investigator supports and advises on the delivery of digital forensic services for any investigation that requires such assistance. They apply a broad range of digital forensics techniques to support the investigative strategy. They will be capable of managing their investigations and conducting most investigative tasks that they encounter.

This specialist technical capability ensures the appropriate capture, processing and analysis of digital evidence either within a laboratory environment or at a scene of an incident or other nominated location.

What does that involve?

The main responsibilities of this job are as follows:

- Conduct digital forensics examinations to support law enforcement investigations that follow legal guidelines and police best practise.
- Provide technical advice and guidance to investigating officers on digital forensic opportunities to further investigations and guide them on the best course of action in the circumstances.
- Use their knowledge of technology and forensic science principles to identify digital forensic evidential opportunities to maximise the outcomes of the forensic strategy.
- Apply knowledge of digital forensics tools and techniques to select appropriate methods and plan for the capture, preservation, processing and analysis of digital material in both the laboratory and at scenes.
- Delivers competent, factual reports, evidential statements, expert reports, and continuity documentation as required for the criminal justice system and force procedures and/or systems.
- Explain technical issues and their evidential importance to investigating officers, prosecutors, and courts.
- Operate in a safe, lawful and ethical manner when dealing with digital devices and information, giving due consideration to wellbeing working practices when processing sensitive or potentially distressing content.
- Share knowledge and experience with the rest of the team
- Successfully complete the training and recertification required to maintain the ability to appear as an expert witness in court.
- Working to organisational procedures and processes and undertakes technical quality checks, peer and procedural reviews for digital forensic 'end to end' workflows.
- Conducts independent field work and technical problem solving within an agreed forensic strategy.
- Provide support to lead investigators on large or complex investigations
- Any other duties as directed by the line manager and commensurate with the grade.

Contacts and Communication

The role involves frequent contact (both in person and by phone / email) with frontline police officers to progress their tasks and provide information and advice.

The role involves explaining technical evidence to non-technical people both informally (to police officers) and formally (to the courts) both verbally and in writing.

Problem Solving

The post holder will usually be following established processes but must be capable of identifying and resolving issues when this is not possible.

Decision Making

The post holder will need to be able to manage and prioritise their workload and provide "customers" with appropriate updates and reports.

They will need to make decisions about the best processes and investigative strategies to use in a given investigation.

Autonomy

The post holder will be operating under general direction within a defined framework of processes and policies. They must exercise substantial personal responsibility and autonomy, especially in identifying and responding to complex issues that arise while delivering their work. They will be able to escalate when issues fall outside their framework of accountability. The post holder will plan, schedule and monitor their own work to meet given objectives and processes to time and quality targets.

Management of Resources

The role does not involve significant formal management of resources. From time to time they will provide direction or tasking to other DEU staff. They will also be responsible for identifying requirements to spend money and the most cost-effective options to do so.

Impact

The Digital Forensic Investigator provides valuable support to the Isle of Man Constabulary by processing and investigating digital evidence that is instrumental in ensuring the successful investigation and prosecution of crimes.

Competencies

All staff of the Department of Home Affairs are expected to recognise that the everyday business of the Department requires the highest level of personal integrity. Each post holder has 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 Department of Home Affairs the post 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.

Working Together for the Isle of Man

The post holder reports to the Digital Evidence Unit Manager. The DEU Manager as Line Manager is responsible as 'Reporting Officer' for the implementation of, and compliance with, any departmental provisions for Performance & Development.

Performance management and improvement

The post holder has a personal responsibility for participating in any departmental performance and development scheme management.

Security Clearance:

The role will require the post holder to gain the Security Cleared level of vetting which is a higher standard than normal.

Health and Safety:

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health, Safety and Wellbeing Group.

Training:

The post holder will receive full and comprehensive training commensurate with the requirements of the post. They may be required to attend a number of training courses locally and in the UK, as agreed in conjunction with their line manager and the requirements of the role.

Competency Levels:

The People Qualities Framework is set at Level 3 for this position. Further details are available at <https://hr.gov.im/media/1642/iomg-people-qualities-level-3.pdf>

Notes: The Chief Constable reserves the right to transfer the post holder to any other area within the Force or Department, following consultation with the post holder and taking into account any agreements which may be in force at that time.

The job description is not a statement of all the detailed procedures and conditions applicable to the post holder, therefore there will always be instructions and information additional to those outlined

The Isle of Man Government is committed to ensuring that children and adults are safeguarded and supported in reaching their potential, and expects all members of staff to share this commitment. Staff must work within all Isle of Man Constabulary safeguarding policies and procedures

Person Specification		
Attributes	Essential (E) or Desirable (D)	Method of Assessment
Credibility <ul style="list-style-type: none"> • Level 6 qualification in an IT field (preferably digital forensics) or equivalent work experience conducting investigations in a law enforcement environment. • College of Policing Level Two CCTV recovery certification (or equivalent) • College of Policing core skills in Data recovery and analysis (or equivalent) • College of Policing core skills in mobile phone forensics (or equivalent) • Operator level training and experience using at least one mobile phone forensic tool (preferably XRY or Cellebrite) • Operator level training and experience using at least one computer forensic tool (preferably FTK or Axion) • Operator level training and experience in at least one specialist area of digital forensics (e.g. network, cloud, server, virtual machines, vehicle, Internet of Things) 	E	CV/Interview
	E	CV/Interview
	E	CV/Interview
	E	CV/Interview
	E	CV/Interview
	E	CV/Interview
	D	CV/Interview
Capability <ul style="list-style-type: none"> • Performing routine digital forensic investigations with minimal supervision. • Providing evidence to court as an expert witness (either written or in person). • Delivering small technical projects with some supervision. • Commitment to keeping up to date with best practice requirements and developing own technical and professional skills. • Ability to share knowledge with others to improve the team and others in IOMC. 	E	CV/Interview
	E	CV/Interview
	E	CV/Interview
	E	CV/Interview
	E	CV/Interview

<p>Character</p> <ul style="list-style-type: none"> • Ability to work with sensitive data in accordance with security SOPs and legal requirements. • Mature approach and ability to cope with reviewing and assessing video and other evidence of serious violent crimes, including those of a sexual nature, often against children. • Ability to communicate clearly and confidently, especially on technical issues to a non-technical audience, in both written and verbal form. • Accurately and completely documenting technical actions they have performed on a complex task. • Documenting straight-forward technical tasks they can perform so others can perform them. • Receptive to feedback and keen to help but comfortable challenging upwards appropriately. • Ability to manage personal workload efficiently in the context of the wider team and to react rapidly to changing priorities • Ability to work well both autonomously and as part of a team. • Persevere in difficult situations and puts in extra effort when required. Willing to take on new challenges with a positive attitude. • Aware of the strategic plan for DEU and IOMC and keen to deliver their part in it. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>	<p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p>
<p>Circumstances and Interests</p> <ul style="list-style-type: none"> • Satisfactory Security Clearance Check • Full driving licence • Willingness to occasionally travel off-island when necessary • Willingness to be on call as part of a rota (when suitably trained) • Isle of Man Worker 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>Pre-employment Checks</p> <p>CV / Interview</p> <p>CV / Interview</p> <p>CV / Interview</p> <p>Application</p>