

DFU Supervisor

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: Detective Superintendent

JE Ref: JHA061.2

Grade: CS12

JE Date: 01/02/2023

Job purpose

The DFU Supervisor is based within the States of Jersey Police (SoJP) and oversees the provision of digital investigative services to the SoJP, other Government Departments (e.g. Customs and Immigration) and International law Enforcement agencies.

The post holder is a member of the Senior Leadership Team and acts as the overall strategic lead for all matters relating to Digital Investigations, advising, guiding and influencing stakeholders at all levels, both internally and externally.

They possess overall responsibility for the strategic leadership of the Digital Forensics Unit (DFU), ensuring the continual delivery of a legally compliant and quality assured service which meets the business objectives of the SoJP.

The post holder acts as the key point of contact within the DFU for a wide range of customers, stakeholders and partners, both internally and externally.

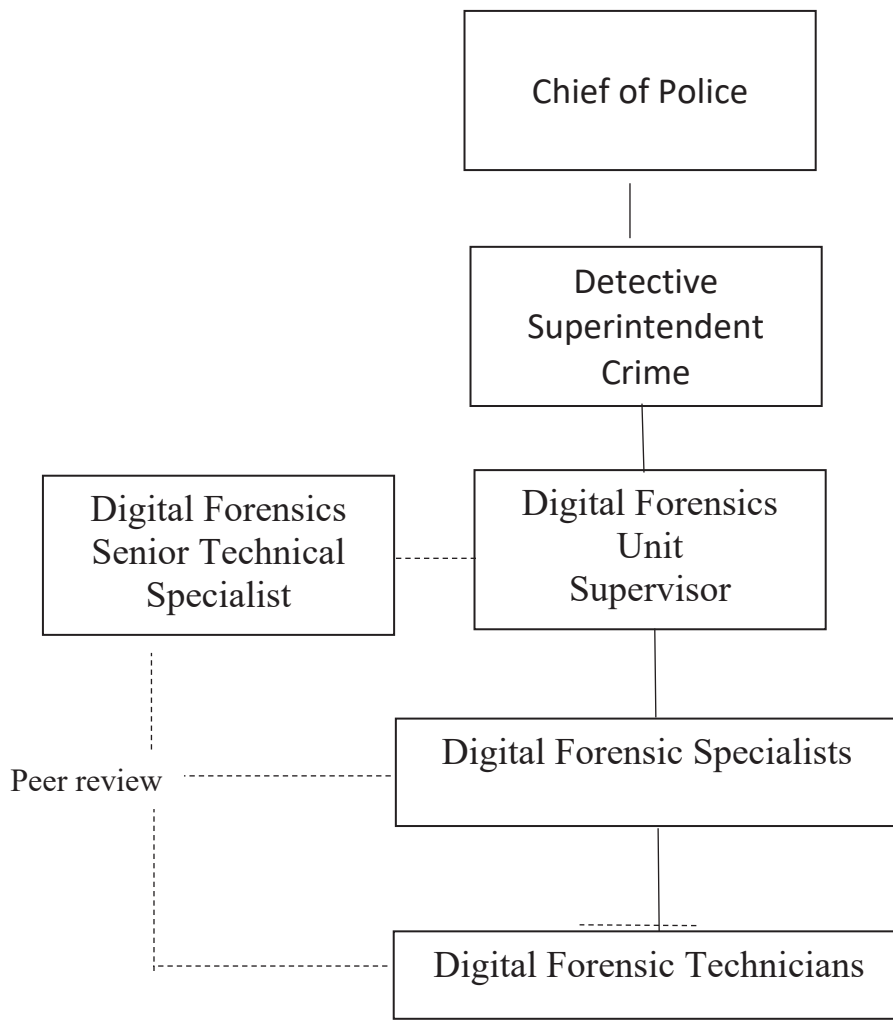
Job specific outcomes

- 1 Develop and lead Jersey's Digital Forensics Unit (DFU), which is responsible for undertaking complex technical criminal investigations both within Jersey and abroad. In this capacity, the post-holder is responsible for ensuring Jersey has the necessary capabilities to detect complex criminality, including that which may seek to threaten the Islands social, political or economic stability.
- 2 Have accountability for defining and delivering the services and outcomes required by the DFU, ensuring that robust governance structures and programme management frameworks are in place to deliver programmes of work to agreed measures in relation to time, cost and quality and that benefits are monitored and achieved.
- 3 Control and manage capital and revenue budgets, seeking value for money at all times and securing funding where necessary. Commission new projects and approve the use of third-

party specialist support services when required.

- 4 As a member of the Senior Leadership Team (SLT), contribute to all corporate activities including resource management, budgeting, strategic and business planning, performance management and policy formulation.
- 5 Represent the Bailiwick of Jersey internationally, ensuring the Island meets appropriate international standards of best practice when conducting forensic investigations whilst maintaining and strengthening the Islands' international reputation and technical credibility on the global stage.
- 6 Collaborate with partner agencies and international law enforcement agencies at senior levels. Identify opportunities for sharing services, resources, knowledge and collaborative working to develop capabilities, improve resilience and drive efficiency savings.
- 7 Operate in a highly autonomous way to solve complex problems by working through issues and utilising extensive knowledge of the investigative process, relevant legislation, regulations and international standards to provide advice, guidance and decisions often of a critical nature and in a context of inconsistent or incomplete information.
- 8 Direct the day-to-day operations of the DFU on behalf of, and accountable to, the SoJP, which includes the delivery of strategic planning and quarterly reports for the SLT to demonstrate the effectiveness of the work within the DFU.
- 9 As a member of the Gold Command Teams, inform the strategic direction of major investigations and in particular advise on digital and technical issues.

Organisational structure



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to Degree level in a subject with a high level of analytical or numerical content and/or demonstrate such a level of equivalent qualifications or experience.</p> <p>Industry recognised professional qualifications such as CCNA-Sec, CISSP, CITP.</p> <p>Full membership of a relevant professional body, such as the British Computer Society or Chartered Institute of Information Security.</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>The post-holder is expected to possess an appropriate and internationally recognised level of expertise in order to deal with a wide range of professionals with authority, and credibility both nationally and internationally in this rapidly changing area</p> <p>Knowledge of Jersey Criminal Justice policies and forensic delivery standards.</p> <p>Knowledge of people management activities and procedures.</p> <p>Expert understanding of the Digital</p>	

	<p>Forensic process.</p> <p>Knowledge of delivering performance metrics and relevant management information.</p> <p>Knowledge and understanding of change management procedures and application of these in a work environment.</p> <p>Awareness of and sensitivity to the political implications of technological developments and professional and managerial decisions</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to operate in a sensitive arena and to be awarded an appropriate level of security clearances. High level of report writing, public speaking and communications skills.</p> <p>Able to demonstrate a wide range of information technology skills i.e. an ability to effectively use IT equipment and role critical software. Ability to understand complex technical cyber security matters and persuasively communicate them to a senior audience.</p> <p>Strong judgement and ability to consider and advise on complex aspects related to the role.</p> <p>Ability to evidence continuous professional development from both a technical and managerial perspective</p> <p>Ability to manage and direct complex digital Investigations recognising significant evidential and reputational risk associated with the role.</p> <p>Possess the necessary technical skills to provide certain assistance to Investigators during peak levels of demand.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g.</i></p>	<p>Excellent communication, advocacy, presentation, influencing and negotiating skills.</p> <p>A track record of strong analytical and</p>	

<p><i>effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>problem-solving skills. The ability to apply sound judgement to often complex matters, ensuring balanced decisions proportionate to the scale and level of the problem is essential to this role.</p> <p>Requirement for high levels of integrity, tact, resilience and discretion, which are essential when dealing with sensitive data and other information.</p> <p>Excellent planning and organisational skills to manage an unpredictable and varied workload in a high-pressure environment efficiently, reacting rapidly to changing priorities.</p> <p>Experience of managing expectations of stakeholders with competing / conflicting priorities.</p> <p>Ability to influence and build consensus at a senior level Ability to work across organisational boundaries in a complex, multi-faceted, organisation.</p> <p>The post-holder is expected to keep abreast of and contribute to, new developments at local, national and international levels. It is, therefore, essential that the post-holder can maintain appropriate networks and speak with authority to fellow professionals at all levels, world-wide.</p> <p>A breadth of outlook and political sensitivity are necessary to establish effective working relationships at all levels, and an appreciation of the possible political impact and context of any decisions or statements that may be made is essential.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if</i></p>	<p>Substantial experience of having operated at a senior organisational level within government or a private sector company.</p> <p>Experience of leading and managing a team of specialist staff.</p> <p>Experience of process design and</p>	

<p><i>required by an external body (for example a period of post-qualification experience).</i></p>	<p>implementation.</p> <p>Experience of assessing and forming recommendations in relation to complex issues.</p> <p>Proven experience of successful policy and strategy formulation and review.</p> <p>Experience of planning, service development and delivery.</p> <p>Experience of assessing risk and sound judgement to support decision making.</p> <p>Extensive background in digital policy and strategy.</p> <p>Experience of undertaking Digital Forensics or Cyber Security work in multi-disciplined environments.</p> <p>Experience of providing strategic Forensic or Cyber Security advice directly to key stakeholders</p> <p>Experience of reporting into company board and/or Ministerial level</p>	
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with distressing material etc.</i></p>	<p>Exposure to unsavoury confidential and sensitive material requiring careful and effective handling of data is essential.</p> <p>Maturity and stability to cope with distressing material.</p> <p>Post holder will be required to attend scheduled welfare checks.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.