

CSI Team Leader

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: Detective Chief Inspector Serious Crime and Safeguarding

JE Reference: JHA075

Grade: CS11

JE Date: 12/03/21

Job purpose

To lead a team of crime scene investigators and specialists at complex or major investigation scenes. To advise Senior Investigating officer in planning forensic investigation strategies for crime scenes.

Line manage a team of forensic investigators, ensuring opportunities for team member's development, enabling team members to develop and build wider team competence. Driving improvements to ensure that they effectively contribute to strategic force objectives and investigations into complex and major crime.

Job specific outcomes

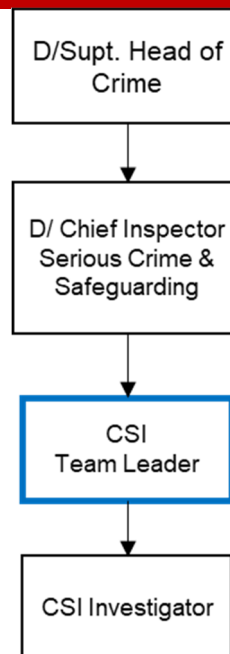
1. Advise and collaborate with the lead investigator in the development of forensic investigative strategies for the crime scene to ensure that the gathering of relevant forensic evidence and data is undertaken in a legal and ethical manner that is proportionate to the crime.
2. Maximise the evidential potential of a crime scene by supervising a team of Crime Scene Investigators and other specialists to ensure the effective processing of a crime scene.
3. Ensure the crime scene is preserved and processed in accordance with protocols, enabling evidence to be collected safely and comprehensively through effective communication with those involved in the investigation.
4. Manage a team of crime scene staff and specialists to ensure their wellbeing and welfare, ensuring appropriate care and support is in place to enable individuals and teams operate safely and effectively.
5. Engage with and implement departmental procedures in line with the requirements Forensic Science Regulator Codes of Practice and Conduct and the International Standards Organisation (ISO) 17020/17025 standards to provide a quality service through accreditation.
6. Provide feedback on the work of Crime Scene Investigators and specialists to support their professional development and training as part of working to achieve team/force objectives.
7. Identify threats and opportunities in crime scene investigation to manage risks and improve the service quality to assist in achieving team/force objectives.

8. Design and deliver training for key stakeholders and the wider policing community to improve knowledge and understanding of crime scene evidence in the investigative process.
9. Perform the core duties of a CSI officer and ensure 24/7 operational deployment across the team.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	The post holder should be educated to degree level in one of the following subjects:- <ul style="list-style-type: none"> • Forensic Science • Biological Science • Chemistry • Criminology 	Certification in the following: Coordinators course, Foundation fire Investigation, Fingerprint recovery recording techniques, blood spatter analysis, Health and safety.

	Management qualification (level 5) or equivalent experience in a management role.	
<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>Strong knowledge of forensic systems and processes and how these apply within a criminal justice setting.</p> <p>Knowledge or experience of investigative processes and evidence, policies, law and powers.</p> <p>Knowledge of people management activities, strong understanding of how to communicate effectively with colleagues in a diverse environment.</p> <p>Knowledge of operating across a number of systems and adjusting to specialist systems.</p> <p>Working knowledge of relevant systems (e.g. Microsoft Office), equipment, processes and procedures including standard software packages, with limited use of non-standard software.</p> <p>Ability to adapt to, or previous experience with the use of digital and specialist forensic equipment and the use and relevance of Personal protective equipment.</p> <p>Knowledge and understanding of health and safety issues.</p> <p>Knowledge and understanding of Data Protection Law.</p>	<p>Working knowledge in any of the following areas would be beneficial:-</p> <ul style="list-style-type: none"> • Criminal Law in Jersey • Court Procedure • Parish Hall Enquiry practice • Police Procedures and Criminal Evidence (Jersey) Law 2003 <p>Knowledge regarding the Control of Substances Hazardous to Health (COSHH) Regulations, would be advantageous.</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>Critical thinking and problem solving and strong analytical skills are essential.</p> <p>Excellent numeracy and literacy skills.</p> <p>Technical ability to use digital and forensic equipment.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to</i></p>	<p>Strong leadership skills with the ability to motivate employees through change, ensuring departmental and organisational objectives are met.</p>	

<p><i>do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Organised and self-motivated to carry out continuing and established activities on own initiative.</p> <p>Able to accurately record information and data.</p> <p>Ability to be flexible with hours of work. May be requested to work outside of office hours e.g. weekend's / nights.</p> <p>Integrity and the commitment to uphold SOJP values and ethical standards.</p> <p>Reliability, discretion and trustworthiness are required, as the post holder will have constant access to classified confidential material and personal records.</p> <p>Prioritisation skills to ensure deadlines are met.</p> <p>Strong communication skills required, to promote collaborative working within the teams;</p> <p>Accuracy and attention to detail, coupled with the ability to spot errors.</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 required by an external body (for example a period of post-qualification experience).</i></p>	<p>Practical relevant work experience in the provision of analytical and advisory support.</p> <p>Experience of management of people, with experience of mentoring and motivating any direct reports, deploying resources effectively.</p> <p>Experience and an awareness of health and safety and data protection issues is essential.</p>	
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Exposure to unsavoury, confidential and highly emotive and sensitive issues where the careful and effective handling of such matters is essential.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.