

ROLE PROFILE



Role Title:	Head of Forensic Operations – Scenes of Crime
Department/Unit:	JPS – Scientific Services
Rank/Grade:	Beds SM1, Cambs MB4, Herts A7
Reporting to:	Head of Scientific Services
Main purpose of the role:	<p>To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies. As a member of the senior leadership team for BCH SSU, provide strategic and operational leadership to teams of technical staff and managers within the scenes of crime functions of Scientific Services. Ensure high quality forensic services are delivered in an effective and efficient manner within budgetary constraints. To ensure all forensic services (within remit) comply with the appropriate regulatory standards e.g. ISO standards, FSR Code, ILAC G19 etc.</p>

Key Responsibilities
<ul style="list-style-type: none"> • To lead and manage the activities and performance of departmental managers to ensure effective forensic services delivered across BCH and ERSOU. • To identify and lead transformational change opportunities in the delivery of forensic services • Develop or enhance and implement policies and procedures across forensic operations that ensure timely accurate quality provision of services for the crime scene to court. • Provide leadership, coaching and development to supervisors and managers and evaluate their performance and progress regularly. • To ensure full compliance with the FSR statutory Code (inc. accreditation) in accordance with the SSU roadmap. Deliver programme of on-going development of services making best use of developments in science and technology both current and new. • To provide visibility and a senior point of contact for senior stakeholders across BCH and be held accountable for operational service delivery across SSU. • Ensure all services, equipment and facilities comply with H&S requirements and that operational risk assessment remain up to date. • Ensure SSU services represent value for money and deliver savings where possible.

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- To deputise for the Head of Scientific Services at various corporate and national meetings where required.

Financial e.g., Limits/Mandates	Non-Financial e.g., Staff Responsibility
<ul style="list-style-type: none">• Authorisation up to £5k• External Forensic Provider Budget £2.5m	<ul style="list-style-type: none">• Line Management responsibility for approx. 120 staff and/or officers inc. Scenes of crime teams and the Forensic Collision Investigation Unit.

Entry Requirements

- Professional qualification to degree level or equivalent.
- Senior Management experience for a minimum of three years ideally with a multi discipline portfolio of responsibility.
- A strong understanding of operating and managing teams / units within an ISO environment.
- Proven ability to effectively lead and manage large groups of staff to deliver service improvement.
- Proven ability to deliver cost effective and customer focused services.
- Understanding of effective budget management.
- Experience of effective change management.
- Good ICT skills.
- Proven problem solving and decision-making ability in complex strategic environments.

Psychological Assessment	Not applicable
Return on Investment or Tenure	Not applicable
Homeworking or Agile Working	Not applicable

Any other General Requirements / Scope

- Full UK Driving Licence as travel across BCH is required in addition to potential use of own vehicle with appropriate insurance cover
- Role holder may be required to work from locations across the BCH estate in addition to potential wider regional and on occasion national locations.
- Role Holder may be required to work additional hours at times of high demand or in the event of major incident.

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- MV + SC clearance required
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.
- Following appropriate training, to take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.

Obligatory Requirements

- Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

Personal Qualities (Behavioural Competencies)

We are emotionally aware

I seek to understand the longer-term reasons for organisational behaviour. This enables me to adapt and change organisational cultures when appropriate. I actively ensure a supportive organisational culture that recognises and values diversity and wellbeing and challenges intolerance. I understand internal and external politics and I am able to wield influence effectively, tailoring my actions to achieve the impact needed. I am able to see things from a variety of perspectives and I use this knowledge to challenge my own thinking, values and assumptions. I ensure that all perspectives inform decision making and communicate the reasons behind decisions in a way that is clear and compelling.

We take ownership

I act as a role model and enable the organisation to use instances when things go wrong as an opportunity to learn rather than blame. I foster a culture of personal responsibility, encouraging and supporting others to make their own decisions and take ownership of their activities. I define and enforce the standards and processes that will help this to happen. I put in place measures that will allow others to take responsibility effectively when I delegate decision making, and at the same time I help them to improve their performance. I create the circumstances (culture and process) that will enable people to undertake development opportunities and improve their performance. I take an organisation-wide view, acknowledging where improvements can be made and taking responsibility for making these happen.

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We are collaborative

I am politically aware and I understand formal and informal politics at the national level and what this means for our partners. This allows me to create long-term links and work effectively within decision-making structures. I remove practical barriers to collaboration to enable others to take practical steps in building relationships outside the organisation and in other sectors (public, not for profit, and private). I take the lead in partnerships when appropriate and set the way in which partner organisations from all sectors interact with the police. This allows the police to play a major role in the delivery of services to communities. I create an environment where partnership working flourishes and creates tangible benefits for all.

We deliver, support and inspire

I challenge myself and others to bear in mind the police service's vision to provide the best possible service in every decision made. I communicate how the overall vision links to specific plans and objectives so that people are motivated and clearly understand our goals. I ensure that everyone understands their role in helping the police service to achieve this vision. I anticipate and identify organisational barriers that stop the police service from meeting its goals, by putting in place contingencies or removing these. I monitor changes in the external environment, taking actions to influence where possible to ensure positive outcomes. I demonstrate long-term strategic thinking, going beyond personal goals and considering how the police service operates in the broader societal and economic environment. I ensure that my decisions balance the needs of my own force/unit with those of the wider police service and external partners. I motivate and inspire others to deliver challenging goals.

We analyse critically

I balance risks, costs and benefits associated with decisions, thinking about the wider impact and how actions are seen in that context. I think through 'what if' scenarios. I use discretion wisely in making decisions, knowing when the 'tried and tested' is not always the most appropriate and being willing to challenge the status quo when beneficial. I seek to identify the key reasons or incidents behind issues, even in ambiguous or unclear situations. I use my knowledge of the wider external environment and long-term situations to inform effective decision making. I acknowledge that some decisions may represent a significant change. I think about the best way to introduce such decisions and win support.

We are innovative and open-minded

I implement, test and communicate new and far-reaching ways of working that can radically change our organisational cultures, attitudes and performance. I provide space and encouragement to help

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others stand back from day-to-day activities, in order to review their direction, approach and how they fundamentally see their role in policing. This helps them to adopt fresh perspectives and identify improvements. I work to create an innovative learning culture, recognising and promoting innovative activities. I lead, test and implement new, complex and creative initiatives that involve multiple stakeholders, create significant impact and drive innovation outside of my immediate sphere. I carry accountability for ensuring that the police service remains up to date and at the forefront of global policing.

Working with others

Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility to staff and ensures communication processes work effectively throughout the operational unit. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.