



Metropolitan Police Service Information Pack

Digital Forensic Specialist

**Welcome to a changing city, a changing organisation
and a fascinating and exciting role**

**NEW
SCOTLAND
YARD**



**METROPOLITAN
POLICE**

**NEW
SCOTLAND
YARD**

CONTENTS PAGE

Introduction from the Commissioner	3
About the Met	5
Executive Structure	9
Job Description	10
Your Rewards	13
Eligibility Criteria	14
What to do Next	15



**METROPOLITAN
POLICE**

NEW
SCOTLAND
YARD

INTRODUCTION FROM THE COMMISSIONER

I am looking for someone outstanding to join my team who can help us manage the daily challenges London poses, and who can also drive the change necessary for the Met to keep pace with this vibrant city. London is a fantastic place and I have always been incredibly proud to serve the capital. It is a diverse, growing and ever-changing city with national impact and international reach.

How the Met operates has changed significantly in recent years, achieving a step change in effectiveness, efficiency and confidence. But the scale of our ambition for the future is even greater. It has to be.

There are many challenges facing policing. I have no doubt the Met can meet them all – to transform, to exploit the opportunities of the digital age, to get the best from our people and most importantly to make London the safest it can be.

The Mayor has set out his priorities in his Police and Crime Plan – a bold and challenging agenda with a focus on priorities. My particular focus is to bear down on violence in all its forms, protecting the vulnerable and the security of our city. I want us to become even closer to our communities, building confidence and trust.

One of my central aims for the Met is that we are a modern police service, but with the best of policing's traditional values at our core. To do that we need every single part of the force to be well led, every officer and staff member to feel supported and to have the right equipment to help them serve London.

I want all our people to believe in the Met and the tangible difference they make every day across the city so that we can become even better at keeping London safe. I want the public to believe in us too and so I want us to be more transparent about what we do on their behalf.

INTRODUCTION FROM THE COMMISSIONER

Our values of courage, compassion, integrity and professionalism remain at the heart of everything we do. My commitment to you is to lead the Met in a way that respects and nurtures these very traditional values but which also puts us at the forefront of modern policing and maintains Scotland Yard's well-earned international reputation.

This information pack will give you further insight into the role, and the qualities and experience we are looking for.

I very much hope you will be inspired by this opportunity to serve with the Met.



Cressida Dick
Commissioner



ABOUT THE MET

Founded by Sir Robert Peel in 1829, the Metropolitan Police Service (the Met) is one of the oldest police services in the world. From the beginning, the purpose of the Met has been to serve and protect the people of London by providing a professional police service. This remains our purpose.

Our vision is to make London the safest global city, a city in which people are free to be themselves, express themselves and flourish. We strive to earn the trust and confidence of every community and take pride in the quality of our service so that people love, respect and are proud of London's Metropolitan Police.

The Met is responsible for maintaining the peace and is accountable in law for the exercise of policing powers, and to the Mayor's Office for Policing and Crime (MOPAC) for the delivery of efficient and effective policing, management of resources and expenditure. At all times the Commissioner and her officers remain operationally independent, in the service of the public.

The Met 'New Scotland Yard' is internationally recognised for its history, law enforcement and skills in fighting crime, however a constantly changing city needs an accessible police service which reflects and understands the people it serves. It needs an effective police service equipped for the 21st century with a visible service which every day continues to earn the trust and confidence of Londoners.

Today, the Met is made up of more than 39,000 officers and staff, plus thousands of volunteers; we are one of the largest employers in London and the South East of England. The territory we serve covers 620 square miles and is home to over 8.6 million people. The Met is the UK's largest police service and has 25% of the total police budget for England and Wales.

We're proud that the Met is seen as a world leader in policing. The 'Scotland Yard' brand is known around the world as a symbol of quality investigation and traditional values of policing. Thanks to this reputation, our services are highly sought after, either through using our officers and staff in operational matters or by training others and giving them the opportunity to learn from our experiences.

ABOUT THE MET

LONDON: THE AMAZING GLOBAL CITY WE POLICE

London is unique: ‘the world under one roof’.

Its ever changing population is set to grow towards 9.2 million by 2020 and exceed 10 million the following decade. It is probably one of the most diverse cities in the world. The complexities of policing a city on this scale are huge. A seat of Parliamentary, Royal and Diplomatic power, London is a centre for protest, for criminality, for transport.

Londoners tend to be younger than the rest of the UK, more than three million of us were born abroad, just under half of which arrived in the UK less than 10 years ago.

London is also the world’s most popular business and travel destination, receiving 31.5 million visits in 2015, 12.9 million from the UK. It is a global city, recognised around the world, economically, politically, financially and creatively. London’s greatness comes from its openness to the world, and this in turn has helped build world-renowned institutions which have preserved its safety and stability.

There are over 200 languages spoken in London, and around 40% of the population is Black or Minority Ethnic (BME). These numbers are predicted to grow further as the city expands and develops as an international centre.

Of the six largest world faiths, almost four million Christians and one million Muslims live in London, and Buddhism, Hinduism, Judaism and Sikhism each have more than 80,000 followers in the capital.

London’s population swells due to an influx of commuters during the day and tourists throughout the year - in greater volumes than anywhere else in the UK.

London is one of the safest global cities in the world already. Nevertheless, criminality within London is on a more prevalent and serious level than other cities and communities across England & Wales. Crime in the capital is often connected to organised criminality and national and international networks of offending. London has, throughout our lifetime, been a place terrorists want to attack.

This creates a unique policing environment. Everyone joining us needs the ability to deliver outstanding policing to the communities of London.

ABOUT THE MET

WE HAVE A HIGHLY AMBITIOUS TRANSFORMATION AGENDA

We are creating long term capability and capacity to ensure the Met can be as successful in delivering change as it is in keeping London safe.

The nature of crime is changing - soon the majority will be committed in private against the vulnerable (such as child abuse, domestic violence) or from the keyboard (online paedophilia, exploitation and fraud). We have significant funding pressures, with £400 million to save over the next four years.

We will respond to this by changing how we work and delivering a ground breaking transformation programme that will ensure we are better able to succeed against today's challenges in securing "the safest global city", and that we respond intelligently to the challenges posed by austerity.

Our Transformation Programme (One Met Model 2020) is driving and supporting 12 major programmes that together will deliver our Strategic Blueprint. Our new Transformation Directorate ensures this work is aligned with a major programme of transformation across the CT Network being delivered in the Met for the whole of UK policing; and with wider national programmes (including national IT programmes).

Building on the achievements of the last four years, our strategy will deliver an ambitious and wide-ranging set of reforms that will better support the public, better equip our people and ensure the Met can operate through a period of austerity with confidence.

Our ambition is to secure the biggest possible benefits for public safety from investing in our digital future. We're already building the foundations, a new platform for the public to use our services, smart devices to help officers identify and manage risks in real time, and new information systems that will be faster and more effective. Now we must unlock our thinking to achieve a transformation in the way we police, exploiting data to predict and prevent criminality, sharing it with the public so together we can be safer and be as pioneering in the digital age as we were when the Met led the world in using finger-prints and then DNA.

BACKGROUND TO DIGITAL, CYBER AND COMMUNICATIONS

Digital, Cyber & Communications

Digital, Cyber and Communications (DCC) has a three level operating model to deliver digital forensics services to the Metropolitan Police Service and the Criminal Justice System:

1. Self-service kiosks for use by trained investigating officers
2. Digital Forensic hubs: eight labs spread across London staffed by technicians
3. Central Laboratory where complex casework and research and development activities are undertaken

The principle is to provide rapid examination of digital devices to enable investigations to progress without unnecessary delay.

DCC are recruiting a Digital Forensic Specialist in the digital devices area of the Central Laboratory with a focus on mobile devices. You will have a varied and complex role including leading on capability development, undertaking complex casework as well as mentoring other members of the team.

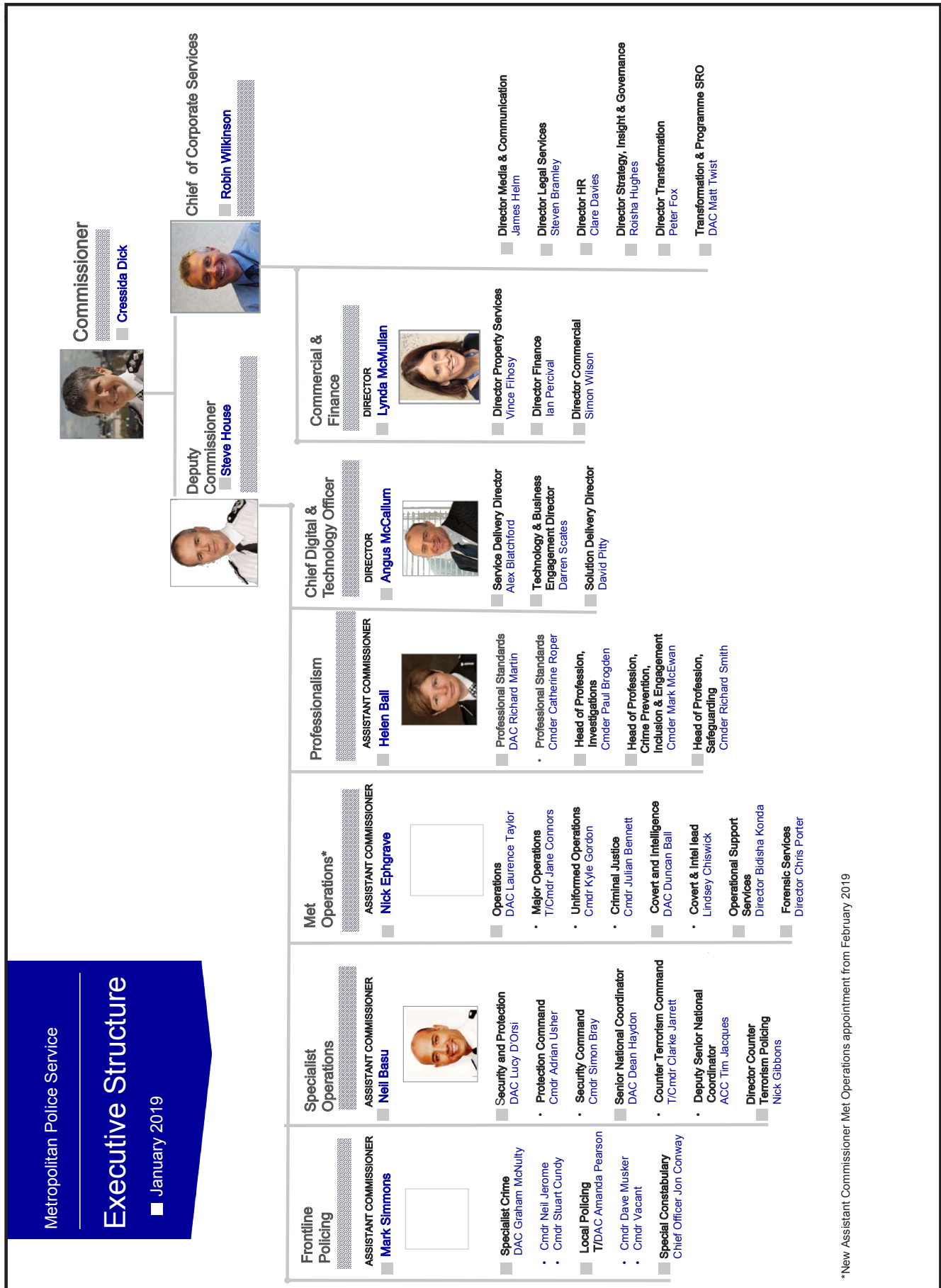
You will be acquiring, processing, examining and interpreting data from digital devices in support of investigations. Also you would be expected to undertake and present research and development.

You will have a very strong knowledge of digital forensics and be innovative in your ideas on how things could be improved. You will anticipate demands for future technology within the laboratory and respond accordingly. In all of this you will take into account the requirements of a quality management system and ISO17025.

Your application should include an up-to-date CV and give examples where you have demonstrated the requirements of the essential criteria from the Job Description.

The role is based in SE1, but you may be required to work anywhere within London.

The following chart shows how the MPS is structured.



*New Assistant Commissioner Met Operations appointment from February 2019

JOB DESCRIPTION - DIGITAL FORENSIC SPECIALIST

Job title: Digital Forensic Specialist

Location: Lambeth HQ, 109 Lambeth Road, London, SE1 7LP

Responsible to: Senior Digital Forensic Specialist

Key Responsibilities

- Undertake digital forensic examinations including research into novel methods for the extraction and analysis of data from digital electronic devices.
- Manage workload.
- Work in partnership with Directorate of Forensic Services and DCC managers to develop and deliver change.
- Attend court as a technical witness and be able to offer expert evidence where appropriate.
- Work individually and within a team to meet organisational objectives.
- Collate and provide management information.
- Ensure compliance with quality management systems, working to ISO 17025 standards.
- Comply with all health and safety obligations.
- To work within the Directorate's Quality Management System and actively participate in the continuous improvement of the system by engaging in audits, competence tests, reporting non-conformances, etc and suggesting changes to improve the system.

Essential Criteria

BEng/BSc in a related engineering subject such as electronics/software development/digital forensics/computer science/information security and/or significant relevant experience (must be evidenced).

And:

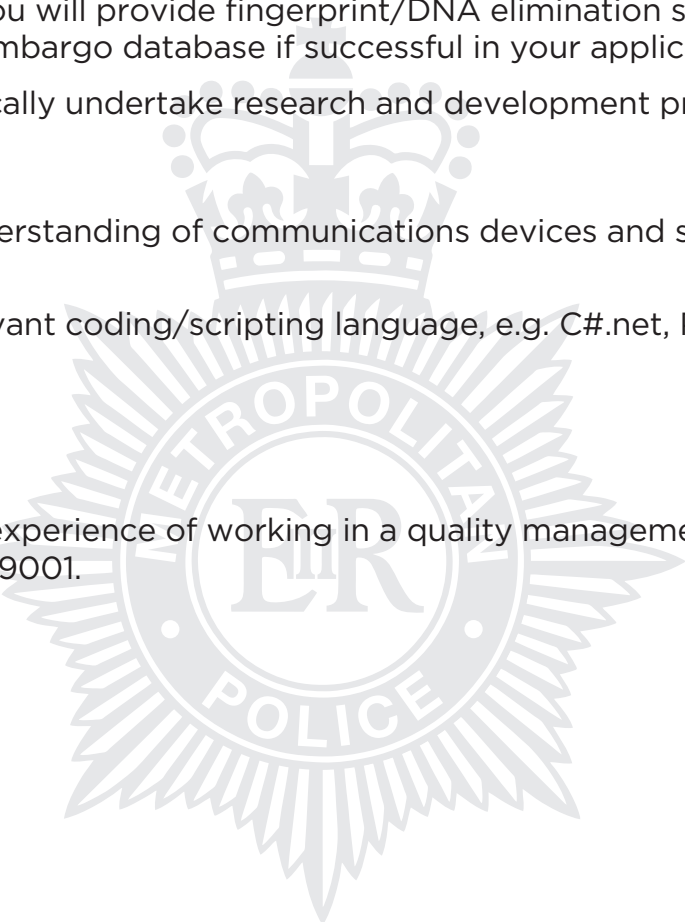
- Experience using the equipment/tools used to recover, analyse and process digital data.
- A technical understanding of modern operating systems, commonly used computing/communications devices and forensic analysis techniques.
- Understanding of rules regarding evidence gathering and its presentation at court.
- Working knowledge of relevant legal issues (CPIA, PACE and Human Rights Act etc.).
- Ability to work independently and as part of a team.
- Sound judgment and decision-making skills.

JOB DESCRIPTION - DIGITAL FORENSIC SPECIALIST

- Excellent communication and interpersonal skills.
- Excellent customer service skills.
- Problem-solving skills.
- Confirmation that you will provide fingerprint/DNA elimination samples for Forensic Services' embargo database if successful in your application.
- Ability to systematically undertake research and development projects.

Desirable Criteria

- Knowledge and understanding of communications devices and systems at a technical level.
- Experience in a relevant coding/scripting language, e.g. C#.net, Python, Java, C, Objective-C
- Full driving license.
- Court experience.
- Knowledge and/or experience of working in a quality management system such as ISO 17025 or ISO 9001.



SPECIALIST/TECHNICAL PERFORMANCE FRAMEWORK

Operational Effectiveness

Delivers quality outcomes to meet objectives

Uses specialist knowledge and skills to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality. Adapts and responds to shifting priorities. Deals with challenges and generates solutions.

Manages work through informed and reliable judgement

Uses specialist knowledge and skills to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Promotes continuous improvement proactively by identifying, sharing and applying lessons learnt.

Organisational Influence

Acts with Professionalism

Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others. Maintains a current understanding of specialist area.

Shows initiative, personal resilience and motivation to deliver a quality service. Upholds legislation, regulations and policy, acting with integrity and challenging those who do not.

Develops effective communications and working relationships

Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others. Maintains a current understanding of specialist area.

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Upholds organisational reputation.

Resource Management

Manages own time and relevant resources efficiently and effectively

Prioritises work and use of resources to meet relevant objectives. Ensures time and resources are used in a way that best meets customer and the organisation's needs. Uses the organisation's resources efficiently, ethically and appropriately. Shows support for efficient working.

YOUR REWARDS

By joining the Metropolitan Police Service, you will be helping to protect the lives of London's communities. There's nothing more rewarding than knowing that your efforts are having an impact on such a large and diverse community.

In return, you will receive a starting salary of £40,277 gross per annum and a London Location Allowance of £3,003. Annual incremental spine points will achieve progression from minimum to maximum of the pay scale.

As a member of our team, you will also have access to substantial annual leave, Civil Service pension arrangements, interest free season ticket loans, flexible working conditions and many more. Met Benefits is an external website, offering Met employees (staff and officers) guaranteed savings at major high street stores and retail outlets nationwide. You can save money on everything from food, clothes, furniture, electrical and DIY products to hotels, restaurants, cinemas and theatre tickets.

When you start as a member of Police Staff, you'll have a choice of joining one of the **Civil Service Pension schemes** i.e.:-

- The **Alpha** pension scheme is a CARE (Career Average Revalued Earnings) pension scheme which offers a guaranteed pension with an optional lump sum, based on the earnings you receive during your career. The Met and you will contribute and you will receive tax relief on the contributions you make.
- The **Partnership** pension scheme The value of the pension pot when you retire will depend on the contributions paid in and the returns on your investments. You can use the resulting pot to fund your retirement. The Met will make contributions on your behalf and you will receive tax relief on any contributions you make.

If you already have a pension it may be possible to transfer it into the Civil Service pension arrangements.

All staff are also eligible to join the Metropolitan Police Athletic Association (MPAA) and the Metropolitan Police Sports and Social Association (known as the 'Comets') and enjoy taking part in sporting and social events. The MPS has four well-equipped Sports clubs at Bushey, Chigwell, Hayes and Imber Court, available to all staff as well as family and friends.

For further information regarding the terms and conditions offered by the MPS and assistance in completing your application, please visit the MPS Careers website.

ELIGIBILITY CRITERIA

For further information regarding the eligibility criteria for joining the Met, please visit the Met Careers website or the information contained in the application.

The Met is committed to safeguarding the welfare of children and vulnerable adults. As part of these safeguards, the MPS adopts a consistent and thorough process of safe recruitment in order to ensure that all MPS staff and volunteers are suitable. Posts that involve a high level of contact with children and vulnerable adults will additionally require a Criminal Record Bureau (CRB) check.

Applicants with previous MPS service

Please note that individuals with previous MPS service who left the MPS as a result of a corporate Early Departure Scheme [where compensation was awarded e.g. redundancy] are not eligible to submit an application to re-join the MPS in any police staff role for a period of 2 years from their date of leaving the organisation. Any applications received that do not comply with this will be automatically rejected.

- Your application form will be initially sifted against MPS criteria such as convictions and residency.
- Following the initial sift your application will be assessed against the role criteria.
- If successful at this stage we will contact you regarding an interview date. You will receive a minimum of 7 days' notice. If you are unsuccessful at this stage we will also write to you and advise you of this.
- The interview will be a competency-based interview and questions will be posed around the criteria for the role in question, as set out in the advert and information pack.
- If successful at interview we will send you an initial offer of employment which sets out what happens next.
- If unsuccessful we will also advise you in writing but will be unable to offer feedback.

Please note any correspondence received from us will be via e-mail and sent to the address you provide on your application form.

WHAT TO DO NEXT

Please submit your completed online application and CV by the advert closing date.

For general enquiries please visit www.metpolicecareers.co.uk, which includes an 'Answering Your Questions' section or contact the Recruitment Team on 01633 632500.

- The recruitment process is thorough and consequently can be quite lengthy.
- Shortlisting and interviews will be based on the criteria listed.
- Until an offer of appointment is confirmed in writing, you should not assume your application has been successful.

