



Metropolitan Police Service Information Pack

eDiscovery Forensic Manager

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

NEW
SCOTLAND
YARD

BACKGROUND TO DIGITAL, CYBER & COMMUNICATIONS

Digital, Cyber and Communications (DCC) is part of the Metropolitan Police Service's Forensic Services Directorate. 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 completing forensic examinations and providing on hand assistance to investigating officers
3. Central Laboratory where complex casework and research and development activities are undertaken

The eDiscovery Forensic Manager role will be based at Lambeth HQ supporting large scale complex investigations. The role is integral in progressing and developing DCC's capability in eDiscovery/eDisclosure.



JOB DESCRIPTION - EDISCOVERY FORENSIC MANAGER

Job title: eDiscovery Forensic Manager

Location: Lambeth

Responsible to: Senior Lead – Digital Devices

Job Summary:

The successful candidate will advise digital forensic specialists and senior investigating officers around suitable forensic strategies (from collection/imaging and ingestion through to processing, review, disclosure and reporting) for cases which require the use of an eDiscovery suite (currently NUIX). Other responsibilities include but are not limited to;

- Liaise with the DCC Technology Lead to ensure the suitable hardware is in place for processing and reviewing cases
- Dealing with the tool vendor to manage our support with them and handle any issues/renewals/uplift/updates
- Managing multiple cases and ensuring timeframes are met
- Managing and delivering on customers' expectations in line with the agreed strategy
- Completing casework in the event of operational demand
- Reporting to the Digital Devices Senior Manager to manage resources and caseloads that are being dealt with using eDiscovery

All technical posts within DCC are signed up to being 'on call'. We provide a 24/7 out of hours service to support urgent operational policing requests. Team members aren't required to be on call more frequently than 1 week in every 8. This post will not be part of the standard on call rota however the successful candidate will need to sign up to on call working should operational requirements dictate it is necessary.

Key Skills & Experience Required:

- Over 3 years' experience of eDisclosure/eDiscovery to at least project management level is essential
- Experience of working within Law Enforcement, a law firm, or an eDisclosure/eDiscovery vendor

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- An understanding of the legal framework of eDisclosure/eDiscovery, existing rules, protocols, practices, and relevant legal and industry standards
- Excellent knowledge and experience of the NUIX product suite and the EDRM methodology
- Knowledge and experience of other digital forensic tools such as X-Ways, Axiom, EnCase and FTK
- Strong teamwork and leadership skills
- Able to work under own initiative when required
- Strong problem-solving skills, with a proactive approach to dealing with multiple projects to strict deadlines
- Ability to work to tight deadlines and under pressure
- Excellent time management skills; the successful candidate must be able to demonstrate ability to manage multiple, simultaneous tasks successfully
- Excellent attention to detail
- Proven analytical and problem-solving skills
- Excellent oral and written communication skills, proven ability to clearly and confidently communicate technical concepts to non-technical colleagues
- Resilient with the ability to handle setbacks and pressure in order to overcome challenges

Desirable:

- Ability to automate aspects of the NUIX workflow
- Experience writing scripts to interact with the NUIX API
- Driving license