



PRACTITIONER JOB PROFILE

POST TITLE:	Forensic Enhancement Laboratory Assistant
GRADE:	C
DEPARTMENT:	Forensics
RESPONSIBLE TO:	Forensic Enhancement Laboratory Supervisor
LOCATION:	Hindlip, Worcester
JOB PURPOSE:	To provide administrative and technical support to the Forensic Enhancement Laboratory (FEL). To work within, and comply with, measures required to maintain ISO accreditation standards.

MAIN RESPONSIBILITIES:
1. To responsible for the security and integrity of exhibits submitted to the FEL and the maintenance of accurate records to ensure continuity.
2. To undertake specific administrative duties, to include the input, storage and retrieval of data from electronic databases and the processing of exhibits received.
3. To maintain monthly FEL statistics and produce reports as required.
4. To provide telephone/email assistance to officers regarding submissions and case progress through the FEL.
5. To prepare laboratory reagents and maintain stock control of chemicals. Monitor and update all Safety Data Sheets relating to chemicals used within the laboratory.
6. To maintain safe systems of work befitting the requirements of Health and Safety at work and COSHH regulation, to include dynamic risk assessment where relevant. Conforming to the legislation in respect of disposal of waste and hazardous materials.
7. To raise requisitions for laboratory consumables and equipment service contracts, and to carry out Quality Control checks of all goods received.

8. To maintain laboratory equipment, including scheduling and carrying out routine checks, arranging servicing and calibration by external suppliers and maintaining all relevant records in line with ISO procedures.
9. To assist with verification studies of new and developing laboratory procedures, to include planning and practical work.
10. To provide statements of evidence for use in court proceedings and, when requested, attend court and give evidence.
11. To attend and provide general support at crime scenes.
12. To maintain appropriate records of all work carried out in line with policy and ISO requirements.
13. To identify and support any non-compliances
14. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.

Special Conditions:	<ul style="list-style-type: none"> • Flexi-time scheme applicable to the role. • Uniform and PPE supplied. • Ability to travel across the force area or external force areas. • Frequent Physical Effort required. • Exposure to disturbing/unpleasant images or tasks. • There will be a requirement to provide biometric samples for inclusion on the police elimination databases. • Very occasionally may be required/asked to work unsocial hours or weekends during major crime investigations. • Complete necessary in house training and undertake continuous professional/personal development relevant to the operation of the Forensic Enhancement Laboratory.
Security level:	MV

BEHAVIOURS:

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency there are three levels that show what the behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 1** of the CVF.

PERSON SPECIFICATION:

Knowledge:

- Educated to A level, or equivalent, Grade C or above to include a laboratory based science
- GCSE or equivalent - Maths and English at Grade C or above

Experience:

- Experience of working in a testing laboratory environment
- Some experience of working in a forensic environment would be advantageous

Key Skills:

- Working knowledge of databases, including Microsoft applications
- Ability to exercise discretion and demonstrate confidentiality
- Ability to work under pressure, on occasions with distressing situations
- Good organisational and time management skills with the ability to accept and adapt to change
- The ability to work as part of a team
- Ability to communicate clearly both verbally and in writing

- Ability to accurately record data in various formats and in written documentation.

Author:	Jane McCoy
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Indicate which (if any) of the following conditions apply to this role:

SPECIAL CONDITIONS	Yes	No
Regular travel throughout the West Mercia Policing area		
Shift working		
Weekend working		
Unsocial hours		
Night working		
On Call		
Politically Restricted post		
Uniformed role		
Warranted powers (Provide full details)		
RISK FACTORS		
Frequent Physical Effort required (<i>give brief details</i>)		
Exposure to disturbing/unpleasant images or tasks (<i>give brief details</i>)		
Unpleasant Working Conditions (<i>give brief details</i>)		
Night worker		
Lone working		

SECURITY VETTING LEVEL

Recruitment Vetting (RV) is sufficient for the majority of post-holders whose responsibilities will require them to have unsupervised access to police assets up to and including OFFICIAL-SENSITIVE and occasional access to SECRET assets.

Please refer to the Job Profile Guidance for further information on Vetting levels and indicate below if this post will require the holder to meet one of the higher vetting levels:

Management Vetting (MV)	
Security Check (SC)	
Counter Terrorist Check (CTC)	
Developed Vetting	