

**MOBILE PHONE EXAMINER****Job Description**

Grade	Scale 5/6
Department	Digital Forensics Unit
Line Manager	Digital Forensics Manager
Scope	<p>To perform digital forensic examinations on portable digital devices such as mobile phones, tablet computers, removable memory devices and Satellite-Navigation systems.</p> <p>To perform computer examinations relating to mobile digital device investigation in order to overcome issues such as portable device security bypass, portable device back-up decode and historical App data investigation.</p> <p>To secure, retrieve and examine data in accordance with ACPO principles for Digital Evidence Examination and the Digital Forensics ISO/IEC 17025:2005 Quality Management system.</p> <p><u>Location</u> HQ Area Newby Wiske</p> <p><u>Working Patterns</u> Standard Office Hours</p>
Special Conditions	<p>The post occasionally involves work outside normal working hours</p> <p>Security vetting procedures for the post - MV</p> <p>Occasional requirement to work in different locations</p> <p>Requirement to participate in regular internal and external mandatory counselling sessions</p>
Main responsibilities :	<p>Adhere to the processes and standards defined within the Digital Forensics ISO/IEC 17025:2005 Quality management system; actively contributing to its development and upkeep/retention.</p> <p>To perform data extraction processes on portable digital devices for intelligence and evidential purposes, including recovery of live and deleted data, utilisation of security bypass processes and verification of extracted data.</p> <p>To examine extracted data in both file system and raw data formats</p>

NOT PROTECTIVELY MARKED

	<p>using a range of digital forensic hardware and software tools as guided by case requirements and in accordance with criteria set by quality management system.</p> <p>Produce evidential exhibits/reports and factual Witness Statements.</p> <p>Provide specialist advice and knowledge to Officers of all ranks regarding strategy options and achievable solutions for standard and complex enquiries involving multiple data devices.</p> <p>Liaise with internal departments and external bodies such as NTAC in order to progress and/or fulfil examination requirements.</p> <p>Provide specialist advice, support and guidance for area based mobile phone processing locations positioned throughout the force, ensuring that up to date versions of software being utilised and standard operating procedures are adhered to.</p> <p>Perform administrative duties associated with the role including the maintenance of databases and work systems including compliance with agreed processes and procedures.</p> <p>To handle and to move exhibits ensuring continuity is maintained in line with procedure, legislation and internal quality management systems.</p> <p>Ensure internal and external performance monitoring requirements are met.</p> <p>Maintain knowledge and awareness of current issues, digital forensics techniques and developments appropriate to role, through completion of prescribed training pathways, regular review of online resources and regular contact with colleagues in other law enforcement related agencies.</p> <p><i>All post profiles must include the following condition:-</i></p> <p>This role profile indicates the key activities of the post and does not restrict the post holder from performing other duties commensurate with the grade of post.</p>
<p>Essential Skills, Experience and Qualifications:</p>	<p>Essential:</p> <p>Degree level qualification in a Digital Forensics or Computer Science related field or substantial practical experience in a relevant subject area.</p> <p>Well-developed analytical skills.</p> <p>Good communication skills (written and oral).</p>

	<p>Excellent computer skills</p> <p>Desirable:</p> <p>Previous experience in Digital Forensics examination.</p> <p>Previous experience in a Criminal Justice environment.</p>
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Career Progression Plan: <Q:\CPPs\Mobile Phone Examiner CPP.docx>

Role Title : Mobile Phone Examiner
Date created : 21/06/2016
Date graded: 16/03/2016
Last updated : 21/07/2016
PPF Role Profile NYP Mobile Phone Designated Examiner