



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: Investigation and Intelligence

AREA/DEPT: Force Intelligence Bureau

FAU:

SECTION: Forensic Services Department

JOB TITLE: **ASSISTANT FORENSIC TOXICOLOGY ANALYST**

REPORTS TO: Senior Forensic Toxicology Analyst

CURRENT RANK/GRADE: **C**

DATE: September 2020

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To support the Forensic Toxicology Unit in maximising the effectiveness of forensic evidence through the analysis of forensic toxicology samples.

All activity will be conducted in compliance with the Quality Standards Framework (ISO 17020, ISO 17025, ILAC-G19 and the Forensic Science Regulators Codes of Practice and Conduct).

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a. Receive, handle and return biological items in relation to toxicology testing. Assist staff within the laboratory in the processing and analysis of blood and urine samples to test for the presence and concentration levels of specific drugs, as required. Provide support and assistance in the development and implementation of method validation and verification ensuring all requirements are met and risks identified.
- b. Ensure the laboratory environment, equipment, stock levels and waste material are appropriately managed and maintained. Complete all appropriate checks, calibration and batch testing to ensure an efficient and effective laboratory service and compliance to all requirements.

- c. Maintain all relevant databases and computer systems and provide administrative support in the handling and management of exhibits and case records to enable continuity and integrity to be maintained in relation to their receipt, storage, processing and return to the originating Police force.
- d. Act as an initial point of contact for customer queries from participating regional Police forces and actively seek customer feedback on case work completed in order to allow the service levels to be evaluated and overall service delivery improved.
- e. Provide advice, guidance, awareness and mentoring in relation to your area of Forensic activity to internal and external personnel, to ensure they have a full understanding of forensic process and procedures.
- f. Work in compliance with the Quality Standard Framework and be expected to fully participate in audits, validation, peer review and the documenting and reviewing of standard operating procedures (SOPs), in order to ensure its continuous improvement and maintenance of accreditation.
- g. Be responsible for the completion of Witness Statements in relation to your involvement in the forensic process and attend court to present evidence, recognising your overriding duty is to the court and the administration of justice.
- h. Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI).
- i. Adhere to all Health and Safety requirements, to include risk assessment pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Educated to A Level or equivalent in a scientific subject, relevant experience in a laboratory environment is essential.

Knowledge of working with Laboratory rules and protocols, including Health and Safety awareness and compliance such as COSHH.

A sound knowledge of forensic processes and an understanding of accreditation requirements to ensure compliance with the Quality Standards Framework.

Continued professional development is expected through the maintenance of an active training file which documents all training received and evidence of ongoing competence. Additionally, the role holder is expected to keep abreast of technological developments, legislative changes and any changes to quality standards requirements pertinent to the role.

Have a methodical approach with attention to detail and an ability to work effectively under pressure to deliver within tight timescales.

Excellent communication, organisational, administrative and interpersonal skills are fundamental to the role.

Possess excellent IT skills.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

No direct supervisory responsibility.

(b) Supervision Received:

The role holder will directly report to the Senior Forensic Toxicology Analyst.

(c) Other Contacts:

In all contact with internal and external customers, a one team, customer focused approach must be maintained.

(i) Within Merseyside Police:

Daily contact with the Regional Forensic exhibit Courier service personnel.

Regular contact with the Quality Standards team, other forensic units, Officers that submit work for examination.

As required, contact with ICT department, facilities management with respect to the accommodation and environment, procurement with respect of equipment and consumables, Senior Investigating Officers.

(ii) ***Outside Merseyside Police:***

Regular contact with the Forensic Submissions units within the five collaborating Police forces to manage the submission of exhibits and any queries arising.

Investigating officers and staff from regional Police forces participating in the forensic collaboration.

Other Police forces and law enforcement agencies as required and through regional and national Forensic Expert Networks.

UKAS during assessments.

External forensic service providers, as required.

Contact with service providers and suppliers, as required.

5. CONTEXT:

(a) ***Operating Environment:*** (Services provided, work patterns, who are the customers).

The Forensic Toxicology Unit provides a service capability to the Northwest Police region for the analysis and identification of drugs within blood and urine samples. There is a requirement for such a service to be accredited which means staff are involved in a continuous cycle of internal and external assessment to ensure a high quality service is delivered. Processes must be reviewed to ensure continuous improvement and the incorporation of new scientific advancements and techniques.

The post holder will support all levels of investigations working Monday to Friday on a flexi time basis (07:00 – 19:00), although working for a 24/7 emergency service may require additional duties to meet the exigencies of the service.

The post holder may have to attend meetings held away from their main location of work. This may be within or external to the force area.

- (b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Criminal Law

Police and Criminal Evidence Act (PACE). Criminal Procedure and Investigation Act (CPIA) Protection of Freedoms Act (POFA)

Acts of Parliament (Official Secrets Act, Data Protection Act etc.).

National Standards (Evidence, Training).

Resources (Budget, Establishment). Health & Safety including COSHH. Force Policies.

Management Priorities (Can influence). New Technology (Can influence).

International Standards and relevant guidance material: ISO 17025. ILAC-G19 and the Forensic Regulators Code of Practice and Conduct and relevant appendices

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. **DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: N/A

Staff: None

Other: Geographical area: Merseyside Police Force Area and the North West Region.

Customer: Regional operational police officers.

7. **JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

The post holder will underpin operational activity in support of crime investigation and policing operations across five Police forces.

Expected to provide sound, relevant and up to date advice, employing a problem solving approach toward conformity issues.

The maintenance of accreditation is critical to the operation of the department and keeping updated on and implementing changes in requirements, legislation and policy is a fundamental and challenging part of the role.

8. ADDITIONAL INFORMATION:

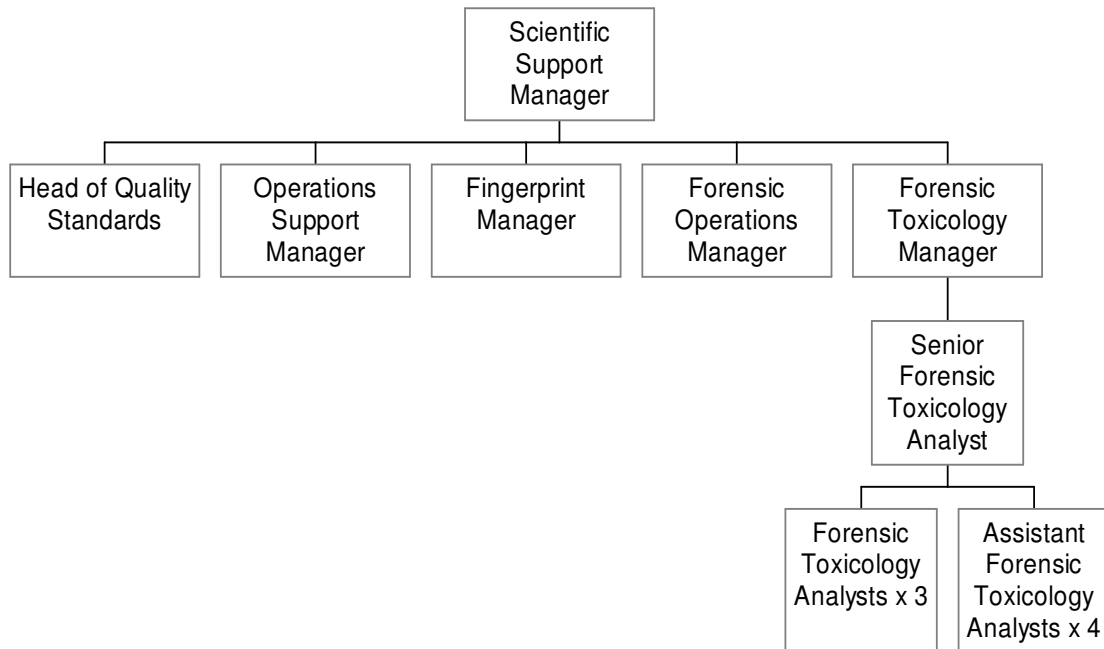
(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The postholder is required to undertake biometric vetting which includes the provision of a DNA sample and collection of fingerprints for crime scene elimination purposes only.

Vetting is required for the role.

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE: Date: Extn

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE: Date: Extn