



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: **SENIOR FORENSIC
TOXICOLOGY ANALYST**

REPORTS TO: Forensic Toxicology Manager

CURRENT RANK/GRADE: **F**

DATE: September 2020

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

To maximise the effectiveness of forensic evidence through the examination of forensic toxicology samples, with technical lead responsibility for ensuring the adherence to and maintenance of accreditation requirements.

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) Handle, process and analyse blood and urine samples for drugs using Liquid Chromatography - Mass Spectrometry (LC-MS-MS) and Gas Chromatography Mass Spectrometry (GC-MS-MS) for the purpose of drug driving investigations. Document and report findings and outcomes, ensuring accuracy and proportionality, in order to assist with investigations and ensure that accurate findings are delivered.
- b) Act as technical lead for accreditation with responsibility for planning method validation, documenting and reviewing technical procedures, reviewing proficiency testing/inter-laboratory comparison results, managing the purchasing and batch testing of critical supplies and ensuring a schedule of equipment calibration is completed.

- c) Assist the Forensic Toxicology Manager and Quality Standards team in the co-ordination of UKAS visits, instructing and delegating tasks regarding method witness assessments and general preparation. Act as the spokesperson for the unit during assessments, explaining technical procedures, processes and validation work in order to facilitate a continued accredited status.
- d) Work alongside the Forensic Toxicology Manager and Quality Standards Team to evaluate the risks associated with non-conformance, identify root causes, and resolve the issues. Withhold examination reports where non-conformity has been identified and where necessary, enforce the suspension of part or all of laboratory operations. Make recommendations of remedial action and advise on resumption of operational activity.
- e) Coordinate and conduct peer review to ensure that results are valid and safe. Participate fully in all other quality assurance processes such as audits and proficiency/inter-laboratory tests.
- f) Maintain competency in forensic toxicology techniques and coordinate the competency of technical staff. Identify training needs, conduct performance mentoring as required and document evidence of competency assessments to ensure all work carried out in the unit is by technically competent staff.
- g) Advise the Forensic Services Department Management Team and other stakeholders on technical matters, best practice and strategy in relation to toxicology analysis.
- h) 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.
- i) Be responsible for the completion of Streamlined Forensic Reports (SFRs) and 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.
- j) 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).

- k) Be accountable for all Health and Safety issues, including 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?).

A degree in a scientific subject or equivalent or substantial relevant experience in a scientific laboratory environment is essential.

A sound knowledge and experience of LC-MS-MS and/or GC-MS-MS is essential. Knowledge of Forensic Toxicology is desirable.

Experience of working in an ISO 17025 or ISO 17020 quality management environment is required to understand the impact should accreditation not be achieved and maintained.

A sound knowledge of forensic processes is essential to the role.

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.

Excellent communication skills, in order to produce clear and concise documented procedures, processes, policies and reports.

Excellent interpersonal skills with the ability to develop strong working relationships and work effectively with people across different levels of the organisation. Experience of supervising staff and working in a senior role is desirable.

Good information handling skills with sound analytical and problem solving skills in order to manage varied and intense workloads whilst prioritising accreditation activities.

Ability to work under pressure to strict deadlines, whilst maintaining a good level of performance, high levels of accuracy and attention to detail.

Ability to effectively plan and coordinate multiple activities. 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:*

Direct responsibility for the Forensic Toxicology Analysts and Assistant Forensic Toxicology Analysts.

(b) *Supervision Received:*

Reports to the Forensic Toxicology Manager

(c) *Other Contacts:*

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

(i) *Within Merseyside Police:*

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 submissions 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.

Postholder 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 postholder will be expected 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. ISO 17020, 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).

Forensic Toxicology Analyst

Assistant Toxicology Analyst

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

Financial: N/A

Staff: Seven staff

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 be an integral part of the team that develops and implements a new multimillion pound Regional Forensic Toxicology Laboratory involving the creation and validation of new and novel testing methodologies and training an entirely new staffing structure.

The postholder will underpin operational activity in support of crime investigation and policing operations in the Northwest region allowing insourcing of up to 8000 toxicology tests per year.

Expected to understand and resolve routine operational problems in relation to complex scientific instruments.

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.

