



## SPA Forensic Services

## Role Profile

|                                 |                          |
|---------------------------------|--------------------------|
| <b>Rank / Grade:</b>            | SPA Grade 7              |
| <b>Role:</b>                    | Forensic Scientist       |
| <b>Business Area:</b>           | SPA Forensic Services    |
| <b>Reports To (Post Title):</b> | Service Delivery Manager |
| <b>Work Location:</b>           | Various                  |
| <b>Date Of Completion:</b>      | April 2025               |

### Role Purpose

(This section summaries the key function of the role)

This role is predominantly laboratory-based and is required to carry out a case assessment and provide instruction to relevant Forensic Services scientific staff; to carry out scientific interpretation of test results; apply judgement and experience to report fact-based opinion internally or externally.

This role may attend at incidents, when required, to provide expert advice and guidance, carrying out scene examination, to maximise recovery of evidence and assist with criminal investigations.

## **Key Accountabilities**

(This section details the key responsibilities required for the role)

1. Assessment of - productions and case circumstances to identify an appropriate case strategy for scientific examination.
2. Write clear instructions to appropriate roles relating to the work that is required and take full responsibility for the work carried out by those roles.
3. Examination of appropriate productions and recovery, and analysis of evidential materials either by role holder or other appropriate role.
4. Interpretation of the results of tests or examinations including corroboration of these findings. Be fully accountable for the delivery of the conclusions to the Criminal Justice System.
5. Prepare court reports and respond to court citations to provide Expert Witness testimony in Court.
6. Provide expert advice and guidance at crime scenes as well as carrying out scene examination, to maximise recovery of evidence and assist with criminal investigations.
7. If relevant to the role have a knowledge of equipment which enables the operation including troubleshooting and including limited maintenance/repair. Acquire information and/or services from outside bodies (e.g. engineers, sales-people and pharmaceutical companies).
8. Work in accordance with, and contribute to the development of, the Quality Management System and H&S procedures to enable and maintain accreditation and minimise risk.
9. Participate in the training/mentoring of staff within the team, to ensure continued professional development.
10. Provide internal and external forensic training to promote best practice and educate stakeholders as directed by Training and Development Team.
11. Manage your time effectively based on team priorities to ensure that customer requirements and internal targets are met.
12. Record information onto appropriate casework management system and perform administration tasks as necessary for case file completion.
13. Participate in additional projects and/or working groups/activities both within and out with the team as required.
14. Exchange scientific advice and intelligence, discuss and co-operate with external agencies re casework progression/examination strategy meetings (e.g. PF, Police, BTP, HMRC etc.).
15. Ensure that anti-contamination procedures are followed.
16. Production and recording of accurate and concise notes.
17. Preservation and recovery of evidential material (which may be distressing/sensitive) from productions in accordance with standard quality procedures.
18. Attend and contribute to internal and external group meetings regarding operational and/or scientific matters and contribute to meetings externally e.g. to academic bodies and other agencies, collaboration with partner agencies as appropriate and co-operate with external agencies regarding accreditation.
19. Responsible to ensure that work will comply with all SPA policies and procedures including The Code of Conduct, The Data Protection Standard Operating Procedure (SOP), General

**Key Accountabilities**

(This section details the key responsibilities required for the role)

Data Protection Regulation (GDPR), Forensic Services Quality Management, Fire Safety and Health and Safety policies'.

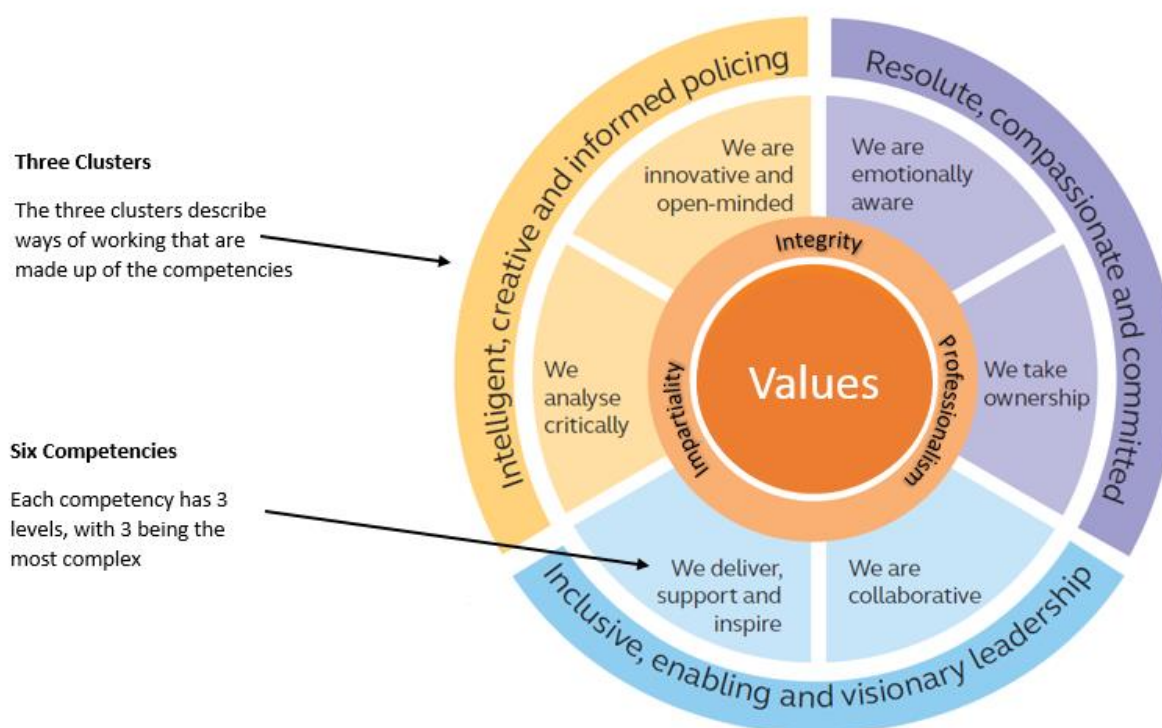
20. Will be responsible for assessing and self-managing risk within all aspects of the role.

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

## Competency Values Framework (CVF)

All roles are expected to know, understand and act within the values of Scottish Police Authority Forensic Services.

The Competency and Values Framework (CVF) has six competencies that are clustered together into three groups. Under each competency are three levels that show what behaviours will look like in practice.



It is suggested that this role should be operating or working towards the following levels.

|   |         |
|---|---------|
| <b>Resolute, compassionate and committed</b>        |         |
| We are emotionally aware                            | Level 2 |
| We take ownership                                   | Level 2 |
| <b>Inclusive, enabling and visionary leadership</b> |         |
| We are collaborative                                | Level 2 |
| We deliver, support and inspire                     | Level 2 |
| <b>Intelligent, creative and informed policing</b>  |         |
| We analyse critically                               | Level 2 |
| We are innovative and open-minded                   | Level 2 |

### Education, Qualification, Skills and Experience

(outlines the skills and education and qualification requirements to be able to fulfil the role)

**Attainments Essential**

- Authorisation from Scottish Government.
- Courtroom training skills appropriate to the role.

**Educational/Occupational Essential**

- Minimum 2nd class Hons degree/equivalent academic qualification in a relevant science related subject.

**OR**

- Relevant operational experience within a forensic environment.

**Personal Qualities Essential**

- Highest levels of integrity and professionalism.
- Excellent communication skills including written and verbal.
- Excellent organisation and time management skills.
- Excellent interpersonal skills/team working and personal effectiveness.

**Special Aptitudes Essential**

- Knowledge of a variety of modern analytical techniques.
- Knowledge of appropriate Quality Standards/UKAS accreditation.
- Up to date working knowledge of all relevant legislation and guidelines (including Health and Safety, COSHH, and contamination guidelines).
- Competent with information technology and databases.
- Knowledge of current trends within the field.
- Understanding of all other forensic disciplines and interaction between all forensic disciplines.
- Knowledge of Criminal Justice System and Scottish Legal System and legislation relevant to the role.

**Is A Driving Licence Required?**

Not Required

**Any Special Requirements Pertinent To The Post**

No

**Continuing Professional Development (CPD)**

(Outlines possible continuing professional development activities which enable the individual to maintain and enhance competence in the role)

**Professional Registration / Licence**

(outlines any ongoing registration or licensing requirements of the role)

Complete all annual and mandatory training required for the role.