**Job Title; Head of Digital Forensics (Additional Information)**

**Directorate; Security, Order and Counter Terrorism**

**Please note changes to advertised Head of Digital Forensics Job Description.**

* The permanent location for this post will be in the **Northeast and Yorkshire region.**
* **This role sits within the National Intelligence Unit, and reports to the Band 9 Head of Digital Media Investigation Unit.**
* **This role has no direct line management responsibilities;** however the post holder will be responsible for implementing quality assurance and monitoring systems managed and led by Digital Forensic Hub Manager and Digital Data Analytical Manager.

**The following is additional supporting information and core objectives for delivery over next 12-18 months.**

The post holder will be:

* the Head of Profession/Subject Matter Expert for Digital Forensics, and lead for the associated strand of strategic change under the Digital Media Investigation Unit ‘Capability Improvement Programme.’ Responsible for continually reviewing developments within the digital forensics’ professional community, identifying opportunities for HMPPS to continually adapt to emerging and changing technology.
* responsible for the continued development of the Digital Forensic Central Laboratory; including the design and build phase of a new laboratory facility (e.g., fixtures and fittings) and for developing new workflow processes working closely with DMIU managers and practitioners.
* lead for a review, development and implementation of the quality assurance standards as notified by the Forensic Regulator and other relevant standards required – principally ISO 17025 (General Requirements for the competence of testing and calibration laboratories) ISO 17020 (Conformity Assessment – requirements for the operation of various types of bodies performing inspection) and ISO 9001 (Quality Management Systems).
* lead for the design/sourcing and implementing of forensic training, processes and standards for the national, regional, and front-line capability improvements required to fully exploit a range of digital data sets.
* lead for audit and review of procedures within the digital forensic capability to ensure compliance with the certification / accreditation standards, acting on and resolving any non-compliances.
* lead for the review, maintenance, and continued development of a variety of digital tools for the exploitation, analysis, and aggregation of a variety of large data sets. Working with and managing relationships with external commercial suppliers and internal data scientists. Managing the service delivery and quality assurance elements of contracts, and procurement exercises as required.
* lead for HMPPS at external digital forensic governance working groups, boards, and events – such as NPCC Working Groups and the Transforming Forensics Network.
* lead for the development and maintenance of existing and new joint working arrangements with LEA and other partners, both internally and externally, supporting the development of intelligence, criminally focused investigation, and the prosecution of prison-based offending (including links to Serious Organised Crime, Counter Terrorism, Counter Corruption).