Digital Forensic Analyst - AO: High Tech Crime Group (NCIG)

Position Details

Reports to: Regional Manager: Digital Forensics Unit: HTCG (NCIG)

Location: Generic

District/Service Centre: National Operations

Shift work/non shift work: non shift work

Group: National Crime Investigation Group

Remuneration range: Band I

PHPF Level Purpose: Individual Contributor

Employee Type: Police Employee – Authorised Officer

Direct reports: N/A

Delegated financial authority: N/A

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision to have the trust and confidence of all.

Purpose

The purpose of the National Operations is to enable and deliver Our Business through coordinated national services.

To support the delivery of these outcomes the Digital Forensic Analyst will carry out electronic crime investigative work required for the detection and apprehension of offenders through the forensic recovery of electronic evidence and to assist with daily administrative tasks as necessary.

The purpose of leadership in this role is to deliver (or enable others to deliver) Our Business.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Service delivery

- Conduct day-to-day investigations, including data cloning and preservation, data recovery and analysis through the use of specialist expertise.
- Advise investigators on all aspects of electronic evidence, including the collection, preservation, recovery and analysis of all forms of electronic data on a case by case basis.
- Prepare file reports, demonstrations and statements of evidence.
- Maintain an “expert” status and deliver a high standard of expert testimony in court.

- Act as a source of expert information and advice to investigative staff during on site operations where specialist forensic expertise is required.
- Ensure that the security and integrity of all exhibits and equipment is maintained.
- Maintain and apply up to date specialist knowledge relating to computer hardware and software, the Internet and their forensic examination.
- Develop and maintain specialist knowledge on other forensic data subjects.
- Provide administrative support within the High Tech Crime Group as necessary, including:
- Maintenance of the exhibit database.
- Monitoring and maintaining levels of consumable stores
- Maintenance of High Tech Crime Group equipment and software systems, publications, files and correspondence.
- Providing a reception facility and point of first contact with investigating officers and High Tech Crime Group members.
- Prepare and deliver training to Police and other investigators as required.
- Assist in the mentoring, training and development of other staff within the High Tech Crime Group as required.
- Comply with the guidelines and procedures as set out the High Tech Crime Group Operations Manual and supporting policies.
- Ensure the key concepts of Maori responsiveness, community orientated policing, partnerships and quality customer service are adhered to in all projects and initiatives.
- Contribute to meeting Police obligations under the Treaty of Waitangi.
- Develop networks inside and outside the organisation to achieve “best result” for the organisation as a whole.
- Foster a safe environment by integrating safety and health into all aspects of work practices and places of work
- Support Police initiatives and provide input when required.

3. Customer Service

- Ensure all service requests and complaints are met with a professional, customer focused and timely response.
- Encourage an atmosphere of good customer service.
- Contributes to the assessment of customer needs, analysing customer satisfaction, identifying issues, and developing and implementing appropriate strategies

4. Team work

- Co-operates and works effectively with other members of the High Tech Crime Group team in order to achieve team goals and standards.
- Encourages and supports open honest and constructive relationships with colleagues.
- Ensures strong and effective channels of communication amongst colleagues
- Takes the constructive approach to team efforts and supports other team members where possible.

5. Relationship management

- Establishes and maintains positive working relationships with other members of Police including: investigators, prosecutors, supervisors and members of other forensic sections, Crown Prosecutors, lawyers, other government agencies

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. personal attributes and temperament relevant to the position.
3. general health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).
4. must be able to obtain and maintain the delegation of Authorised Officer.

Pre-Employment Checks

- A non-core Children's Worker security check is required