

DURHAM CONSTABULARY

JOB DESCRIPTION

JOB TITLE:	Submissions Officer
DEPARTMENT:	Forensic Services
SCALE:	Scale 3
RESPONSIBLE TO:	Submissions Unit Supervisor
JOB PURPOSE:	Receipt and dispatch of forensic samples including quality control and maintenance of accurate records. Provision of information to relevant parties

MAIN DUTIES AND RESPONSIBILITIES

1. To maintain computer and paper records of all work submitted to and dispatched from the Submissions Unit.
2. Ensure integrity of items are maintained including packaging and continuity upon receipt of items, when leaving the Submissions Unit and when returning items.
3. To advise officers on numerous queries relating to exhibits and whilst maintaining quality standards.
4. To adhere to all aspects of Durham's Health and Safety Policy and other relevant statutory provisions and recognized codes of practice and conduct.
5. Day to day management of DNA Criminal Justice samples and DNA hits including liaison with external bodies to ensure accurate record keeping and dissemination of information.
6. To check the accuracy of delivery notes and invoices received by the Unit and ensure that relevant records are accurately maintained.
7. To maintain a good relationship with Forensic Service Providers and act as the first line of contact for both internal and external queries.
8. Be proactive in your continuous professional development (CPD) and engage in the completion of the annual performance development review (PDR) whilst aligning with Force goals.
9. Provision of basic data using pro-forma spreadsheets.

10. Provision of feedback on improvements that could be made in current working practices, particularly in light of changes to legislation and national procedures, reporting facts clearly and impartially.
11. Liaison with relevant staff from other Forces to ensure appropriate records are maintained regarding cross border crime.
12. To provide statements and give evidence at Court regarding continuity of samples, if appropriate.
13. Represent the Force at various forums in both virtual and in-person meetings.
16. Give presentations to various groups as required.
17. To keep up to date on issues relevant to forensic submissions and DNA and be able to provide an enquiry service for officers throughout the Force, outside agencies and suppliers in order to maintain continuity and quality of evidence.

The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.

DURHAM CONSTABULARY

PERSON SPECIFICATION

JOB TITLE: Submissions Officer

DEPARTMENT: Scientific Support

EMPLOYEE	ESSENTIAL	ASSESSMENT CRITERIA
Educational Attainment/ Professional Qualifications	• 4 G.C.S.E. levels (Grade 9 to 4/A to C) including English Language or Literature and Math's or an approved equivalent.	• Sift/Interview
Work Experience	• At least three months admin experience, e.g. composing original letters and documents, processing invoices, maintaining accurate records, exercising judgment in processes and people	• Sift/Interview
Knowledge/Skills/Aptitudes	• Numerical skills, e.g. addition, subtraction, simple multiplication or division, simple statistics • Enhanced literacy skills, e.g. composing either original memos, letters or short reports on a regular basis, statement writing • Enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand	• Sift/Interview • Sift/Interview • Sift/Interview

Disposition	• Able to work under pressure to meet specific deadlines • Able to work on own initiative as well as part of a team	• Sift/Interview • Sift/Interview
Special Requirements	• To be of the highest integrity • To have a respect for diversity and be committed to the principles of Equal Opportunities	• Sift/Interview/Vetting • Sift/Interview