



## **STRATHCLYDE POLICE - JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	TEMPORARY FORENSIC SCIENCE GATEWAY MANAGER
<b><u>DIV/DEPT:</u></b>	CRIME DIVISION OPERATIONS, FORCE HEADQUARTERS, 173 PITT STREET, GLASGOW G2 4JS
<b><u>RESPONSIBLE TO:</u></b>	DETECTIVE CHIEF INSPECTOR, CRIME POLICY
<b><u>BAND:</u></b>	H
<b><u>SALARY:</u></b>	£34,446 - £40,776
<b><u>REFERENCE NO:</u></b>	R146/09

### **MAIN FUNCTIONS:**

To lead in the collation, management and flow of the electronic submission process and forensic intelligence including DNA, Fingerprints and footwear within the Strathclyde Forensic Science Gateway.

To effectively supervise the smooth running of mortuary services ensuring that service delivery standards in relation to Post Mortem Examinations are achieved.

### **JOB ACTIVITIES**

1. Effectively manage all staff operating within the Strathclyde Forensic Science Gateway.
2. Ensure National Standards and service delivery targets in relation to body handling, storage and Post Mortem procedures are met.
3. Ensure that records in relation to Deceased Admissions, Deceased Returns and Property Disposal are accurate and up to date.
4. Prepare, monitor and process the mortuary budget.
5. Prepare operational, statistical and strategic reports as required.
6. Collaborate with stakeholders in meetings and working groups in relation to the provision of mortuary services.
7. Formulate and monitor Health and Safety procedures to ensure that Best Practice in Health & Safety Legislation are adhered to.

8. Provide and monitor contamination control guidelines in relation to forensic recovery within the mortuary.
9. Monitor the retention of all organs and body parts to ensure that the instructions of the Procurator Fiscal are followed.
10. Deal with complaints and enquiries emanating from relatives of deceased, undertakers and the Procurator Fiscal.
11. To provide advice and guidance to staff in relation to Forensic submissions and forensic Intelligence and ensure that data and evidence is checked, verified and adapted to facilitate analysis and dispatched into the appropriate computer files and systems.
12. Represent the Force by attending conferences, seminars and meetings and present new developments and promote the Forensic Science gateway.
13. The above list of duties is illustrative and not exhaustive, the post holder may be required to undertake other duties consistent with the job / grade as discussed by management.

Applicants must be a British citizen, a member of the EU or other states in the EEA, a Commonwealth citizen or a foreign national free of restrictions. You should also have been resident in the UK for a minimum of three years immediately prior to application. In certain circumstances, it is possible for the minimum residency period for vetting to be waived. This can only be done where it is possible to make, or confirm, in the relevant jurisdictions with local Law Enforcement and National Security bodies, which are equivalent, and of a similar standard, to enquires which would be made in the UK, on both the applicant and all family members and associates. In cases where it is not possible to make the equivalent checks, the residency criterion will be stringently enforced.

**HOURS OF DUTY ARE 35 PER WEEK**

0845 – 1645 Monday to Thursday

0845 – 1555 Friday

50 minute unpaid meal break per day

Flexi-Time is in operation between 0800 – 1800 Monday to Friday

**THIS POST IS TEMPORARY FOR 12 MONTHS**

**Please note the postage to return this application requires more than a first class stamp**

**CLOSING DATE: 22 MARCH 2010**

**INTERVIEW DATE: TO BE ARRANGED**

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All further vacancies will be advertised on the Internet, our address for which is: -  
[www.strathclyde.police.uk/recruitment](http://www.strathclyde.police.uk/recruitment)

Email: [recruiting.forcesupport@strathclyde.pnn.police.uk](mailto:recruiting.forcesupport@strathclyde.pnn.police.uk)