



INFORMATION PACK FOR APPLICANTS

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1. ADVERTISEMENT

VACANCY	Technical Investigator
SALARY/GRACE	£36,585 - £41,834 – B2 STAFF WILL BE APPOINTED ON POINT 1 OF SCALE- £36,585
STATUS	Permanent
HOURS OF WORK	Around 37 hours per week
LOCATION	Hamilton – Currently working to a hybrid model of office and home working.

The Police Investigations and Review Commissioner is currently seeking to recruit a Technical Investigator to join her team who are based in Hamilton.

This is an exciting opportunity for an enthusiastic, self-motivated individual to work in a fast paced environment within a growing progressive organisation.

The PIRC was established in 2013 and is responsible for carrying out independent investigations into incidents involving the police and independently review the way the police handle complaints from the public.

Our aim is to secure public confidence in policing in Scotland by supporting continuous improvement and promoting positive change.

The successful candidate will support the Commissioner and Head of Investigations in carrying out effective and efficient investigations into serious incidents involving the police in Scotland. These can include investigations into deaths in police custody, death or serious injury following contact with the police or of criminal allegations against the police. The post holder must have proven experience and in depth knowledge of a wide range of computer hardware and software

applications including CCTV / video systems and will be able to provide technical support to maintain the effective day to day running of the organisation.

As a Technical Investigator reporting to a Deputy Senior Investigator, you will be a member of a team supporting those carrying out independent investigations into the most significant incidents concerning the delivery of policing in Scotland.

You must be able to demonstrate experience of the following specific duties (see candidate information pack for full details):

- Seizure and/or retrieval of evidence from CCTV/video systems, audio systems, mobile phones and other IT devices.
- Production of evidential and other reports, including transcripts, of video, audio, data or other material recovered from such systems.
- Proficient in the use of standard software on both PC & Mac (e.g. Apple Final Cut Pro and Microsoft Office, etc.) for the examination of video, audio and other data systems.
- Production of video, audio and other information into standard formats for use in investigations and as evidence in court.
- Assisting Investigating Officers by providing technical support with the copying of digital media including creating copies and video/audio compilations.

The successful candidate must have proven experience and in depth knowledge of a wide range of computer hardware and software applications including CCTV / video systems and will be able to provide technical support to maintain the effective day to day running of the organisation. They must have a good general education with a minimum of Diploma of Higher Education (SCQF Level 8) qualification or equivalent in Multimedia, Digital Forensic or related subject or equivalent relevant professional experience (3 – 5 years), with evidence of continuous professional development.

You may be required to work unsocial and extended hours.

PIRC offers excellent career prospects, competitive pension and benefits and operates flexible working arrangements.

The positions are based in Hamilton. The successful candidate must undergo Non-Police Personnel Vetting (NPPV) and Security Clearance (SC) prior to appointment.

PIRC is an equal opportunities employer and is committed to promoting a diverse workforce, with an emphasis on PIRC Values of integrity, impartiality and respect. We therefore encourage and would welcome applications from all members of the community. We are committed to the Disability Confident Initiative and offer a guaranteed interview to any applicant who meets all of the selection criteria required for the post and considers themselves to be disabled.

For information on this vacancy please contact Ruth McCallum at Ruth.McCallum@pirc.gov.scot or call on 07342 080256.

How to Apply

The Candidate Information Pack /Application Form available from:

<https://pirc.scot/about-us/work-us>

Email: jobs@pirc.gov.scot

The closing date for applications is **midnight on 12th May 2024**

The shortlisting will take place thereafter. Successful applicants will be contacted with an interview date in due course.

Applicants who have not been contacted by us **within 3 weeks** of this closing date should assume they have been unsuccessful on this occasion. Please note we are unable to provide feedback on unsuccessful applications.

Only completed application forms will be considered

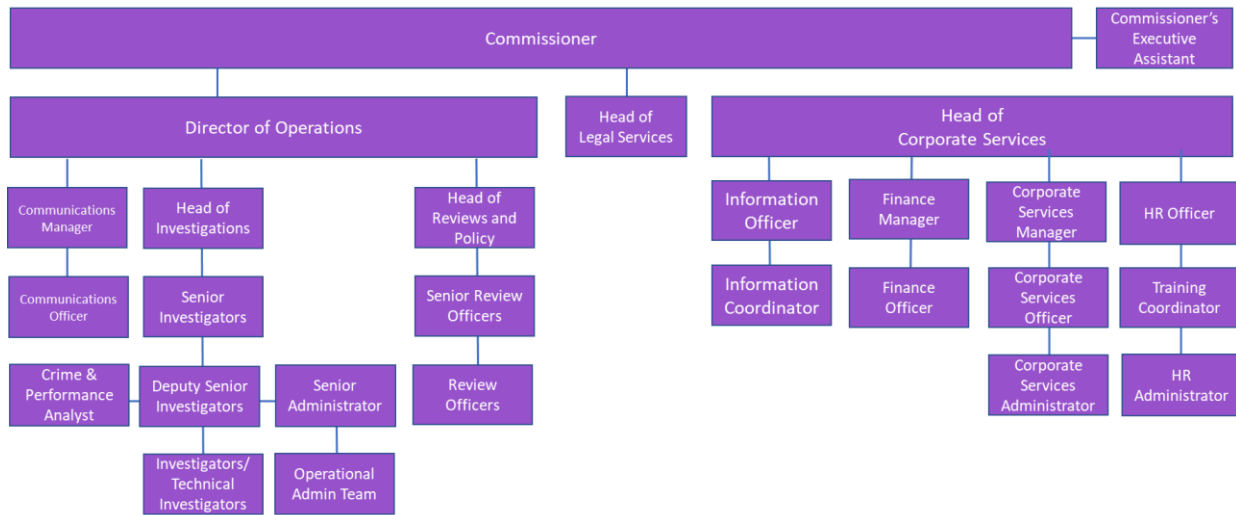
Please do not substitute your Curriculum Vitae for a completed form since this will not be considered.

2. BACKGROUND NOTE ON THE POLICE INVESTIGATIONS & REVIEW COMMISSIONER

The Police Public Order and Criminal Justice (Scotland) Act 2006, as amended by the Police and Fire Reform (Scotland) Act 2012, sets out the functions of the Police Investigations & Review Commissioner (PIRC). These are to review the manner in which policing bodies in Scotland deal with complaints and also to conduct investigations into particular kinds of incidents involving the police. The types of investigation which the PIRC may carry out are specified in the 2006 Act, as amended.

The PIRC is a Non-Departmental Public Body (NDPB) sponsored by the Scottish Government. The organisation is led by the Commissioner, Michelle Macleod, who is supported by the Director of Operations, and supported by a team of staff, based in Hamilton.

3. ORGANISATIONAL STRUCTURE



4. SPECIFIC DUTIES

As a Technical Investigator you will be required to:

- Seize and/or retrieve evidence from CCTV/video systems, audio systems, mobile phones and other IT devices.
- Produce evidential and other reports, including transcripts, of video, audio, data or other material recovered from such systems.
- Manage spend against a budget on technical specialist equipment.
- Provide fit for purpose CCTV footage for interviews in complex cases ensuring clear imaging that may be used as evidence.
- Provide fit for purpose productions of CCTV footage to be used as evidence in court cases ensuring footage is clear and audible.
- Attend premises and performing the necessary download/recovery of CCTV.
- Manage and maintain digital productions held securely on NAS (Synology DiskStation)
- Download and interpret mobile (smartphones) and i-phones
- Proficient in the use of standard software on both PC & Mac (e.g. Apple Final Cut Pro and Microsoft Office, etc.) for the examination of video, audio and other data systems.
- Produce video, audio and other information into standard formats for use in investigations and as evidence in court which may include the cleansing or enhancing of footage.

- Assist Investigating Officers by providing technical support with the copying of digital media including creating copies and video/audio compilations.
- Assist colleagues within the Investigations department by corroborating witness statements and assisting in seizing productions.
- Ensure that all productions relating to enquiries are seized, recorded and lodged in accordance with procedures.
- Be prepared to work unsocial and extended hours.
- Maintain accurate records of enquiries and investigations for audit purposes.
- Ensure that all productions relating to enquiries are seized, recorded and lodged in accordance with procedures.
- Identify opportunities for improving performance or processes.
- Provide regular progress updates to line managers on allocated tasks.
- Liaise with police and other agency personnel as required.
- Carry out all other duties as instructed by line managers or as dictated by circumstances.

5. COMPETENCIES

- Ability to communicate fluently, clearly and concisely both orally and in writing
- Ability to collect, analyse, assimilate information, present evidence and reach sound judgements within timescales
- Ability to demonstrate a capacity and willingness to learn and improve
- Ability to prioritise, self-manage and deliver within timescales
- Ability to work effectively in a team environment
- Ability to maintain confidentiality in relation to all PIRC business
- Ability to work effectively with internal and external stakeholders

6. PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • Good general education with a minimum of a Diploma of Higher Education (SCQF Level 8) or equivalent in a Multimedia, Digital Forensic or related subject or computer and IT related subject or equivalent relevant work experience (3 – 5 years), demonstrating the 	✓	

same level of knowledge. They would expect to be fully competent in this role within a 12 month period.		
Experience		
• Previous experience working in the digital forensics sector, or within a similar computer related industry (3-5 years)	✓	
• Ability to work effectively in a team environment	✓	
• Ability to work effectively with internal and external stakeholder	✓	
• Proven experience and knowledge of a wide range of computer hardware and software applications	✓	
• Proven experience with CCTV / Video systems including undertaking downloads from source	✓	
Skills & Knowledge		
• Ability to conduct forensic examinations and analysis of a wide range of digital devices.	✓	
• Ability to communicate fluently, clearly and concisely both orally and in writing	✓	
• Ability to collect, analyse, assimilate information, present evidence and reach sound judgements	✓	
• Ability to use effectively Video editing software for compilations of DVDs	✓	
• Ability to provide technical support to maintain the effective day to day running of the standalone equipment within the organisation	✓	
• Good knowledge of Apple Final Cut Pro or equivalent editing applications, Audio editing software and Microsoft packages	✓	
• Ability to demonstrate a capacity and willingness to learn and improve	✓	
• Ability to prioritise, self-manage and deliver within timescales	✓	
• Be prepared to work unsocial and extended hours as required.	✓	
• Ability to maintain confidentiality in relation to all PIRC business	✓	
• Full UK Driving Licence	✓	
• Good knowledge and understanding of the Scottish criminal justice system		✓
• An awareness of the Police and Fire Reform (Scotland) Act 2012		✓

JOB CHALLENGES AND PROBLEM SOLVING

- a) The postholder may encounter difficult situations where they will need to exercise careful judgement, tact and diplomacy.
- b) The volume of work may be demanding, requiring effective time management and prioritisation.

ADDITIONAL INFORMATION

- This post is line managed by a Deputy Senior Investigator, which will include performance appraisals, attendance management, daily workload management etc.
- The postholder must undergo vetting and security clearance prior to appointment
- The standard working hours are 37 hours per week, Monday to Friday (notional working day 08.00 to 16.00)
- The post holder may be required to work unsocial and extended hours.

7. INFORMATION ABOUT THE SELECTION PROCESS

(a) Application process

In addition to this information pack, you should have:

An Application for Appointment form and an Equal Opportunities recruitment monitoring form

Before competing and submitting your application form, you should give due consideration to the following:

Experience of Specific Duties required – can you demonstrate experience in the specific duties outlined above?

Competency based evidence – are you familiar with what is being sought at the application stage and what will be sought at interview through the use of competency based questions and how you should evidence this?

Qualifications, Skills, Knowledge and Experience required – do you meet the skills, knowledge and experience requirements outlined in the Person Specification?

Please ensure that you complete all sections of the job application form and that you return it by the date specified. We will be unable to consider your application if all sections are not fully completed. Completed Equal Opportunities recruitment monitoring will be separated from the application form and will not be made available to the selection panel members. The information collected will be treated in the strictest confidence, and will only be used for the purpose of furthering the PIRC's policy of equal opportunity. Your application is very important as it is the key document which will determine whether or not you will proceed through the first assessment stage to interview and ultimately to appointment. You must therefore demonstrate clearly the evidence required in your application form on how you meet the relevant published skills, knowledge and experience shown in the person specification. Please read the person specification in conjunction with the role description, competencies and all other information contained in this pack.

Please do not substitute your Curriculum Vitae for a completed form or attach your CV with your application as it will not be considered and your application form may be rejected.

A good application should be structured to ensure that it flows in a clear and/or logical way. You should provide evidence and examples to ensure that it is clear to the selection panel the actions

you took, the reasons for your actions, what happened, what you took into account and the outcome.

You should not assume that the evidence provided is obvious when it comes to meeting the competency/criterion, for instance by simply recounting job titles or job duties. You should try and avoid bland and hypothetical statements and where possible/appropriate use the first person – “I” not “We”.

You should also be aware that on occasion there may be several ways in which we ascertain evidence of the skills, knowledge or experience sought, so please ensure you provide evidence that shows how you meet all aspects of the role.

You can apply online or submit hardcopy. If your application is handwritten, please use **black ink** and ensure it is legible as your form will be photocopied/scanned and then read by the selection panel.

We would advise you to keep a copy of your initial application for reference.

(b) How to return your Application

Email to: jobs@pirc.gov.scot

OR by post to: Human Resources, Police Investigations and Review Commissioner, Hamilton House, Hamilton Business Park, Caird Park, Hamilton, ML3 0QA

Closing date

The deadline for applications is **midnight on 12th May 2024**. **Late applications will not be considered.**

(c) Selection panel

You will be notified of the members of the selection panel if invited to interview.

(d) Selection

Your completed application form will be assessed against the requirements for the position. If you are successful at this initial selection stage, you will be invited to take part in the interview and any assessment process. Applicants who have not been contacted by us **within 3 weeks** of this closing date should assume they have been unsuccessful on this occasion. Please note we are unable to provide feedback on unsuccessful applications.

(e) What will happen at the interview?

During the interview process, the selection panel will ask your questions related to your career history and to the competencies required for the job. This will include the evidence you provided within your application form and from any written assessment, presentation or other appropriate exercise.

(f) What will happen following the interview?

All applicants invited to interview will be advised of the outcome of the appointments process in writing.

(g) What is the procedure if I am successful?

The successful applicant(s) will undergo a vetting process which can take approximately 3 months with a start date to follow this. We advise successful applicants not to notify their current employer of their notice until we confirm that this has been successfully completed.