

Role Description

Digital Forensics Analyst



Cluster	Justice
Agency	New South Wales Police Force
Command/Business Unit	Forensic Evidence & Technical Services Command
Location	Potts Hill
Classification/Grade/Band	Departmental Professional Officer Grade 2 (DPO2)
ANZSCO Code	261112
PCAT Code	1119192
NSWPF Role Number	
Date of Approval	19/02/2019
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has five function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Specialist Support provides an operational support function along with a range of specialised services. The fifth function line, Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSWPF Statement of Values and Code of Conduct & Ethics outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

The Digital Forensics Analyst is responsible for delivering technical expertise in the identification, preservation, analysis and subsequent presentation of digital evidence within legal processes resultant from NSWPF criminal investigations.

Key accountabilities

- Acquisition and analysis of digital data from various devices including, but not limited to mobile phones, computers, data storage media and remote / cloud-based storage.
- Management of significant caseload within an environment of dynamic prioritisation.

- Assist criminal investigators in understanding the digital evidence through explaining what it may mean to an investigation.
- Preparation of technical reports outlining findings of forensic analysis.
- Delivery of technical evidence as an expert witness in various legal proceedings throughout NSW.
- Represent the business in various multiagency forums and technical projects.

Key challenges

- Acquire evidentiary data and information whilst maintaining the requirements of evidence integrity, privacy and confidentiality.
- Develop effective liaison with appropriate national and international agencies engaged in the digital forensics discipline.

Key relationships

Who	Why
Internal	
Coordinator	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions
Team Leader Analysts	<ul style="list-style-type: none"> • Receive guidance and provide regular update on key technical projects, issues and priorities • Identify emerging issues / risks and implications and propose solutions
Senior Analyst	<ul style="list-style-type: none"> • Receive guidance and support on technical projects, issues and priorities
Investigators / Customers	<ul style="list-style-type: none"> • Manage expectations, resolve and provide solutions to issues • Optimise engagement to achieve desirable outcomes
External	
Clients / Customers	<ul style="list-style-type: none"> • Manage expectations, resolve and provide solutions to issues • Optimise engagement to achieve desirable outcomes
Suppliers / Vendors	<ul style="list-style-type: none"> • Escalate unresolved support requirements • Develop capability to resolve application related issues • Attend vendor briefings / presentations on emerging technology

Role dimensions

Decision making

Decides on technical issues and directions, and is responsible for choosing the correct, most effective investigative approach for the NSWPF. Participates in multiple technical and non-technical project teams with influencing ability and voting rights when required.

Reporting line

Team Leader – Analysts (DPO5)

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Tertiary qualification in Computer Science; Electrical Engineering or related technical discipline and/or equivalent experience.
- Psychological and Psychometric assessment during selection process; and ongoing participation in the NSWPF WellCheck program (psychological welfare services)
- Well-developed analytical, research and problem-solving skills.
- Driver's License




Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework


>This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT<

Capability summary


Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Occupation / profession specific capabilities

Capability Set	Category, Sub-category and Skill	Level and Code
	Skills and Quality - Digital forensics	Level 5 DGFS

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> Support a culture of quality customer service in the organisation Demonstrate a thorough knowledge of the services provided and relay to customers Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Co-operate across work areas to improve outcomes for customers

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate achievements and adjust future plans accordingly
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Adept	<ul style="list-style-type: none"> Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Identify opportunities to use a broad range of communications technologies to deliver effective messages Understand, act on and monitor compliance with information and communications security and use policies Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business Support compliance with the records, information and knowledge management requirements of the organisation

Occupation specific capability set (Skills Framework for the Information Age – SFIA)

Category, Sub-category	Level and Code	Skill and Level Description
Skills and Quality Digital Forensics	Level 5 DGFS	Conducts investigations to correctly gather, analyse and present digital evidence to both business and legal audiences. Collates conclusions and recommendations and presents forensics findings to stakeholders. Contributes to the development of policies, standards and guidelines.

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	19.02.2019