

# Role Description

## Senior Digital Forensics Analyst



Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Forensic Evidence & Technical Services Command, Digital Forensics Unit
Location	Potts Hill
Classification/Grade/Band	Departmental Professional Officer Grade 4 (DPO4)
ANZSCO Code	261112
PCAT Code	1119192
NSWPF Role Number	
Date of Approval	21/02/2020
Agency Website	<a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>

### 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 four 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. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people, with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

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 Senior 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. A Senior Digital Forensics Analyst is also responsible for providing guidance and mentoring of Digital Forensic Specialist and other analysts within the Digital Forensics Unit.

## 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.
- Assist criminal investigators in understanding the digital evidence and what it may mean to their investigation.
- Mentoring of Digital Forensic Analysts and other specialist
- Preparation of technical reports outlining findings of analysis and delivery of expert opinion in court to assist the legal process.
- Management of significant caseload within an environment of dynamic prioritisation.
- 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, data security, privacy and confidentiality.
- Develop effective liaison with appropriate local, national and international agencies engaged in the digital forensics discipline.
- Manage caseload and balance priorities across high volume of tasks and potentially volatile evidence.

## Key relationships

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

## Role dimensions

### Decision making

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

### Reporting line

- Team Leader - Analysts

### Direct reports

- Nil

### Budget/Expenditure

- Nil

## Essential requirements



- Obtain and maintain the requisite security clearances for this position.
- Psychological and Psychometric assessment during selection process; and ongoing participation in the NSWPF WellCheck program (psychological welfare services)
- Tertiary qualification in Computer Science; Electrical Engineering or related technical discipline.
- 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](http://www.psc.nsw.gov.au/capabilityframework)

### 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	Adept
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Adept
	Influence and Negotiate	Adept

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Deliver Results	Adept
	<b>Plan and Prioritise</b>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Demonstrate Accountability	Adept
	Finance	Intermediate
	<b>Technology</b>	<b>Advanced</b>
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Occupation / profession specific capabilities		
Capability Set	Category, Sub-category and Skill	Level and Code
	<b>Skills and Quality – Digital forensics</b>	<b>Level 5 DGFS</b>

### 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
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>Show commitment to achieving challenging goals</li> <li>Examine and reflect on own performance</li> <li>Seek and respond positively to constructive feedback and guidance</li> <li>Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering high quality customer-focused services</li> <li>Understand customer perspectives and ensure responsiveness to their needs</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Identify customer service needs and implement solutions</li> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>Work through issues, weigh up alternatives and identify the most effective solutions</li> <li>Take account of the wider business context when considering options to resolve issues</li> <li>Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements</li> <li>Implement systems and processes that underpin high quality research and analysis</li> </ul>
<b>Business Enablers</b> Technology	Advanced	<ul style="list-style-type: none"> <li>Show commitment to the use of existing and deployment of appropriate new technologies in the workplace</li> <li>Implement appropriate controls to ensure compliance with information and communications security and use policies</li> <li>Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes</li> <li>Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes</li> <li>Implement and monitor appropriate records, information and knowledge management systems protocols, and policies</li> </ul>

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

Category, Sub-category	Level and Code	Skill and Level Description
<b>Skills and Quality</b> <b>Digital Forensics</b>	<b>Level 5 DGFS</b>	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	03.02.2020

## Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region
51261664							