



Warwickshire  
**POLICE**



West Mercia  
**POLICE**

### JOB PROFILE

<b>POST TITLE:</b>	<b>Footwear Officer</b>
<b>GRADE:</b>	<b>E</b>
<b>DIRECTORATE:</b>	Protective Services
<b>RESPONSIBLE TO:</b>	Senior Fingerprint Expert
<b>LOCATION:</b>	Hindlip
<b>JOB PURPOSE:</b>	<p>To work within the alliance Footwear Unit, responsible for maximising the evidential and intelligence potential from footwear across the Warwickshire and West Mercia force areas.</p> <p>To work within, and comply with, measures required to maintain ISO accreditation standards.</p>

#### MAIN RESPONSIBILITIES:

1. Responsible for the security and integrity of exhibits submitted to the Footwear Unit and the maintenance of accurate records to ensure continuity.
2. Provide advice and guidance to investigating officers concerning footwear submission processes to ensure acceptable standards, use of resources, and to manage expectations around footwear examinations.
3. Responsible for coding, suspect comparisons and screening of footwear. To provide a case screening report to include appropriate test impressions and notes in order to provide a recommendation for CPS, forensic providers or in house expert with regards to full evidence.
4. To attend crime scenes upon request, providing specialist advice and guidance to officers to assist the investigation in relation to the recovery of footwear impressions, contributing to the delivery of forensic strategies.
5. Recover, secure and accurately record items and exhibits from crime scenes and other police related incidents in line with appropriate legislation including The Criminal Procedure and Investigations Act 1996 (CPIA) and PACE.
6. Use advanced imaging skills to create visual evidential records of digitally captured images.

	7. Maintain appropriate records of all work carried out in line with policy, NOS and ISO requirements.
	8. To prepare basic evidence and attend court as required, in relation to recovery of marks and as requested by the Courts
	9. Analyse, compare and evaluate crime scene footwear marks and use the National Footwear Database to establish and correctly classify the make and model of footwear
	10. To mentor junior staff and provide a basic peer review of the outcome of a case
	11. Provide specialist guidance to other Forensic Investigations staff and, if required, carry out forensic awareness training/presentations.
	12. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.
<b>Special Conditions:</b>	<p>Ability to travel across the force areas of Warwickshire and West Mercia</p> <p>Very occasionally may be required/asked to work unsocial hours or weekends during major crime investigations</p> <p>Complete necessary in house and external training courses and undertake continuous professional/personal development relevant to the operation of the Footwear Unit.</p> <p>Mandatory training courses. There will be a requirement to pay back all or part of the training costs if the candidate leaves within three years</p> <p>12 months probationary period.</p>
<b>Security level:</b>	MV

## PERSON SPECIFICATION

### Knowledge:

- Educated to A level Grade C or above or equivalent – to include a laboratory based science
- GCSE level or equivalent – Maths and English at Grade C or above
- Completion of the College of Policing Footwear Coding and Screening modules (including portfolios)

**Experience:**

- Experience of working within a footwear environment
- Some photography experience would be advantageous

**Key Skills:**

- Ability to communicate and influence at all levels, adapting the style of communication to meet the needs of the audience.
- Able to prioritise competing demand.
- Ability to exercise discretion confidently.
- Working knowledge of databases, including Microsoft applications.
- Ability to demonstrate confidentiality.
- Methodical and accurate approach, whilst prioritising with competing demands.
- Ability to work with great accuracy, with good attention to detail
- Ability to work under pressure, on occasions with distressing scenes or images
- Good organisational and time management skills with the ability to accept and adapt to change

**PERSONAL QUALITIES LEVEL: PRACTITIONER****Serving the public**

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

**Openness to change**

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

**Service delivery**

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

**Professionalism**

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and

resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

**Decision making**

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

**Working with others**

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.