

## POLICE STAFF JOB DESCRIPTION

### SECTION 1

<b>JOB TITLE</b> Imaging Support	<b>DIVISION/DEPARTMENT</b> SPA, Forensic Services
<b>REPORTS TO</b> Imaging Supervisor	<b>WORK LOCATION</b> Scottish Crime Campus, Gartcosh
<b>REF NO</b> R329/18	<b>GRADE</b> Band B

### SECTION 2

#### **JOB PURPOSE**

To provide a comprehensive imaging, printing and multimedia service to internal and external agencies.

### SECTION 3

#### **ACCOUNTABILITIES AND MAIN RESPONSIBILITIES**

1. Provide a complete digital imaging service, including film processing, image capture, process, retrieval, file transfer and output, including the processing and printing of photographs, video and other media, and progressing the evidence through to court presentation.
2. Creation and development of multimedia presentations by use of relevant software to accurately reproduce evidence for briefing and court purposes.
3. Responsible for image data management, storage and retrieval of all media.
4. May attend court as required as a witness to verify recorded or photographic evidence for the judicial process.
5. Undertake maintenance of all multimedia, photographic and IT equipment and stock levels of equipment within Imaging.
6. Contribute to provision of a continuous photographic service in order to ensure service is able to respond to requests at any time.

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7. Will be responsible for assessing and self-managing risk within all aspects of the role

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

**SECTION 4**

<b>LOCATION:</b>	Scottish Crime Campus, Gartcosh	<b>Band:</b>	B
<b>ATTRIBUTES:</b>	<b>ESSENTIAL:</b>	<b>DESIRABLE:</b>	
<b>ATTAINMENTS</b>			
<b>EDUCATIONAL / OCCUPATIONAL</b>	<p>Educated to HND level in a relevant multimedia/imaging discipline.</p> <p><b>OR</b></p> <p>In the absence of formal qualifications, relevant working experience is required in order to support familiarisation and on the job training for the role.</p> <p><b>In addition</b>, sound knowledge of video technology, editing and photo lab procedures.</p> <p>Experience of electronic data storage systems.</p> <p>Experience in Photoshop and other relevant IT packages.</p>		
<b>PERSONAL QUALITIES</b>	Good communication skills.		
<b>SPECIAL APTITUDES</b>			
<b>CIRCUMSTANCES</b>			
<b>A DRIVING LICENCE IS: Not required</b>			
<b>ANY SPECIAL REQUIREMENTS PERTINENT TO THE POST: No</b>			

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**ADDITIONAL INFORMATION**

This full time post is permanent and requires standard recruitment vetting. You will work 35 hours per week, Monday to Friday 9am – 5pm.

The following essential competencies will be used for the selection process:

1. Respect for Diversity
2. Service Delivery
3. Personal Effectiveness
4. Effective Communication
5. Team Working
6. Personal Awareness
7. Job Knowledge
8. Partnership Working
9. Problem Solving

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