# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Stephen Campbell

 Name

 Organisation/

Forensic Science Northern Ireland

 Department

Seapark

Belfast Road

Carrickfergus

BT38 8PL

 Address

 Telephone Fax number

028 90361931

 Number

Stephen.Campbell@fsni.gov.uk

 E-mail

**Electronics Scientific Officer**, 1 year secondment with the possibility of an extension for a further year subject to agreement from all parties.

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity - Electronics Scientific Officer

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| FSNI are seeking an experienced technician to undertake installation, calibration, servicing, maintenance and repair of Evidential Breath Testing and Speed Metering equipment used by PSNI Roads Policing. The post-holder will also maintain, service and diagnose/repair a range of other electrical and electronic equipment. |

 Main objectives of the opportunity

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| The key responsibilities of the role are:**Achieving Results*** Calibrating, servicing and installation of breath-testing and speed metering equipment within the laboratory and at other sites throughout Northern Ireland including police stations and military bases.
* Diagnosing and repairing faults including testing and verifying.
* Providing a first line diagnosis and repair service within the laboratory.
* Ensuring relevant teams are kept fully informed of information relevant to them.
* Working with, supporting and providing cover for other team members to achieve results.
* Undertaking work in line with instructions from appropriate manager.
* Delivering results against instructions accurately and in line with expected deadlines.
* Re-prioritising work to meet changing and competing demands
* Informing supervisor/manager if work may exceed expected timescales

**Resources*** Checking stock control, ordering of supplies and assisting in the preparation of financial budgets.
* Maintaining all appropriate test/ measurement equipment, documents etc. and their associated records.
* Ensuring results are accurately recorded using the appropriate Management Information System (MIS).

**Quality and Health & Safety*** Completing all work in line with FSNI accepted quality standards and technical operating procedures (e.g. UKAS).
* Completion of accurate documentation and maintenance of these records.
* Carrying out appropriate quality checks to ensure validated results are delivered to customers.
* Taking responsibility for specific Quality Management System (QMS) activities e.g. quality rep, document owner.
* Adhering to all policies and procedures in relation to Health and Safety and Equality.
* Identifying and managing risks and reporting any issues to management.
* Adhering to all policies and procedures in relation to Health and Safety and Risk Assessments e.g. Control of Substances Hazardous to Health (COSHH);

**Professional Development*** Ensuring relevant professional competencies are maintained and skills developed to maximise flexibility across the Laboratory;
* Providing advice, guidance and technical direction as necessary to support the goals of the team.
* Attendance at relevant training courses/events
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The individual will have:1) A minimum of 4 GCSEs grade A – C or equivalent including Mathematics, English Language and physics- and another science or equivalent. (Dates Must be provided). Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well informed decision can be made.and2) A minimum of 2 years’ practical experience in the last five years working within an electrical, electronic or communications engineering discipline with a Recognised or Accredited Quality System**.** and3) Demonstrable practical experience in the diagnostics and repair of electronic equipment; and4) Demonstrable experience of the installation and calibration/service of medical, scientific and/or evidential equipment; and 5) Demonstrable experience of the implementation/development of new technologies and procedures associated with electrical, electronic or communications.and6) Applicants must, by the closing date hold a full driving licence. *The successful candidates will be required to sit the equivalent of an advanced driving test which will permit them to drive Police vehicles on public roads.*  |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Stephen Campbell |

 Who will be the individual’s line manager and/or reporting officer?

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| As above  |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| FSNI will benefit from the skills, experience and fresh perspective that the post holder will bring to the role. In turn, the individual will have the opportunity to work in a unique area with specialised equipment.The individual and their employer will benefit from the experience gained through this work which is critical to the delivery of criminal justice in Northern Ireland. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: February 2023 or as soon as a suitable candidate is identified and a release date agreed.**Duration**: 1 year, with the possibility of a further 1 year extension subject to the agreement of all parties. **Vetting:** The successful candidate will be required to undergo and obtain Counter Terrorist Check (CTC) clearance before taking up post. FSNI will arrange for this to be completed.Scientists at the laboratory examine evidence from the scenes of crime and materials removed from persons suspected of having been involved in crime.  The results of the examinations, after objective expert evaluation, may subsequently be given as evidence in a court of law.The sensitivity of current DNA testing is such that it is essential to guard against the consequences of inadvertent contamination of casework material by staff members.The successful candidate will therefore be required to provide a DNA sample for elimination purposes.  The sample and resulting profile will be retained securely and will only be used for this purpose.**Location**: Seapark, 151 Belfast Rd, Carrickfergus BT38 8PL.**Funding**: FSNI will meet salary and any associated expenses and the salary range is £28,706 - £29,307.**Selection Process:** Paper sift followed by informal interview and skills assessment.**Further information**: For further information please contact Stephen Campbell on Tel: 028 90361931 or by email at: Stephen.Campbell@fsni.gov.uk. **Closing Date**:AuthorisedApplications\* (Candidate Proforma) must be submitted by the extended time of 4.00pm on Friday 27 January 2023 to:**interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

 **Interchange Manager**

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| **Stephen Campbell** |

**Signed:**

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| **05/01/23** |

**Date:**