

Job Description

Forensic Administrator

Department	Forensic Administration
Location	Abingdon
Summary of Job	<p>To provide customer interface and be involved in the receiving and returning of a broad range of samples from customers, including police forces and to provide a range of administrative support to the scientific staff in the Forensic Operations teams.</p> <p>The job holder may focus on one area of activity or may be cross-trained over many areas and administrative disciplines depending on the business and departmental requirements.</p>
Reporting Structure	Reporting to Forensic Administration Team Leader
Essential Functions	<p>This multi-functional administration role could encompass a broad range of forensic and general administrative duties as follows:</p> <ul style="list-style-type: none">• Check integrity of deliveries and make external and internal enquiries to resolve queries• Receipt of exhibits and the input of case information onto the Case Management System• Allocate appropriate, secure storage locations for exhibits• Prepare exhibits for return to customers as per agreed customer protocols• Prepare exhibits for destruction• Resolution of telephone and e-mail enquiries• Monitoring and management of departmental e-mailboxes• Log statement requests including updating and monitoring statement progress• Prepare DNA result print outs (EPGs) for the Reporting Scientists using interpretation software• Prepare case files and other paperwork for archiving• Manage subcontractor cases• Collate results letters, statements and delivery notes for filing and despatch to customer by email and post

- Carry out the transfer of exhibits to subcontractors and across sites
- Provide administrative support to the Forensic Operations team
- Effectively balance priorities throughout the day and manage work in line with these identified priorities
- Contribute to the creation, review and updating of Standard Operating Procedures
- Complete Non-Conformity Report (NCR) corrective actions on time under guidance from a Team Leader
- Additional general departmental administrative duties as required such as filing, answering phones, note taking, supporting colleagues and team leaders with ad-hoc tasks

Job Requirements

Education

- Basic secondary education GCSE including maths and English. More advanced academic education such as A levels in Maths and a technical or scientific subject could be an advantage.

Desirable Experience

- General administration or administration in a Forensic environment
- Working to strict deadlines
- Working under pressure in a busy environment
- Data Input
- Experience working with standard operating procedures

Technical Skills

- Computer, keyboard and office skills
- Experience of word processing, spreadsheet and database packages e.g. Word, Excel and Access

Non-Technical Skills

- Good communication
- Ability to work as part of a team, as well as individually
- Excellent organisational
- Acute attention to detail
- Reliable and responsible
- Effective prioritisation
- Pro-active approach to process improvement and problem solving
- Flexibility

Physical/Psychological Demands

- High levels of responsibility with serious implications of errors. This role requires meticulous attention to detail, accurate record keeping and a responsible attitude to the work being carried out. Forensic work has a high

media profile and any errors or lapses in quality could result in serious adverse publicity.

- Frequent contact with a broad range of forensic samples including those from serious crime scenes and mass disasters, including post mortem samples
- Exposure to crime scene photos, potentially of a sensitive/disturbing nature
- Some heavy lifting/manoeuvring of exhibits and boxes of casefiles
- Desk/computer work station in a shared office/Laboratory
- PPE, including scrubs and safety shoes in some areas
- Smart office wear

**Working Conditions &
Uniform Requirements**