



Digital Evidence Examiner

POSITION DESCRIPTION FORM

Region / Portfolio:

State Intelligence and Command

Directorate / Command / District / Division:

Forensic Division

Work Unit:

Digital Forensic

Position Description Number:

211312

Level:

Level 5

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Joondalup. Due to operational requirements, may be deployed to other locations, including to Regional Western Australia, to assist with the forensic response.

This position is exposed to sensitive or disturbing content.

Position Objective

Supports the Western Australia Police Force's strategic objectives of community safety, crime prevention, and technology-enabled policing by delivering timely, high-quality digital forensic services. This includes conducting crime scene and critical incident examinations, applying advanced extraction techniques, and ensuring compliance with Forensic Division Standard Operating Procedures. Operates within the CRIME model (Contact, Respond, Investigate, Manage, Evaluate) and the ILA model (Identify, Locate, Associate) to strengthen investigative capability. Contributes to offender detection and apprehension, the reduction of crime, and the enhancement of public confidence through comprehensive digital forensic analysis.

Role of Work Unit

Digital Forensics is located within the Forensic Division and provides a forensic response, investigation and support, which include rapid interrogation, seizure, preservation, analysis, reporting and presentation of electronic evidence for criminal investigations and the judiciary.

Digital Forensics consists of the following disciplines;

- Digital Evidence
- Audio Video
- Forensic Surveying
- Forensic Imaging
- Research and Development

Reporting Relationships

This position reports to:

OIC Digital Forensics (FQA), Senior Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Digital Forensic Services (95%)

- 1.1 Undertakes complex forensic analysis involving the identification, preservation, collection and analysis of digital evidence in accordance with established practices and procedures.
- 1.2 Provides reports, depositions, affidavits, opinions, testimony and advice which explain complex technical matters accurately, can be understood by a non-technical audience and satisfy legal requirements.
- 1.3 Communicates effectively to provide advice and guidance to WA Police Force investigators and other stakeholders in relation to matters involving digital evidence.
- 1.4 Develops and implements plans to meet the operational requirements of a task using digital forensics methodologies in accordance with legal and operational requirements.
- 1.5 Prepares and presents factual and expert testimony related to digital evidence in judicial proceedings when required.
- 1.6 Plans, conducts and documents research and testing of digital evidence related topics to support operational duties as required.
- 1.7 Provides digital forensics services in both laboratory and field settings, such as during the execution of search warrants.
- 1.8 Participates in the maintenance of Digital Forensics computer network infrastructure and systems, including hardware and peripherals.
- 1.9 Maintains accurate, relevant and timely business area information/records, which includes, but is not limited to case file management, case notes and exhibit logs, in accordance with Digital Forensics and WA Police Force policy requirements.
- 1.10 Maintains knowledge of contemporary and emerging digital forensics developments and their application to criminal investigations.
- 1.11 Participates in ongoing professional development and continuous improvement in keeping with Forensic Division practices.
- 1.12 Recognises the possible personal risk associated with exposure to highly sensitive, disturbing and offensive images and information including child exploitation material, crime scene and other distressing images.

2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 2.3 Undertakes other duties as directed.

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Specialist Prerequisite(s)

1. It is a requirement of this position that applicants undertake a psychological assessment to determine their suitability, and as an incumbent, agree to undergo periodical psychological assessments, as required.
2. The recommended applicant must consent to undergo identifying procedures as a Volunteer and for the identifying particulars (DNA, fingerprints and photograph) to be held on a Police Elimination Database, Part 4, Division 2 of the *Criminal Investigation (Identifying People Act, 2002)*. The forensic purpose for conducting these procedures is investigating offences generally.
3. It is a requirement that the position holder is:
 - An Australian Citizen prior to the completion of the selection process;
 - Successful in obtaining and maintaining **NEGATIVE VETTING LEVEL 1** security clearance for the duration of their appointment in the position

Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Knowledge of advanced evidence analysis techniques and the use of advanced forensic investigation equipment.	Understanding of and aptitude for Digital Forensics that focuses on identifying, acquiring, processing, analysing, and reporting on data stored electronically.
Analytical, research and problem solving skills.	Analysing objectives, planning solutions, carrying plans to completion. Translating generally expressed needs into a technical solution. Explaining complex technical information and concepts in a manner which is accurate and can be understood by a non-technical audience.
Organisational skills	Ability to perform in a high workload dynamic technical environment. Managing own workload and demonstrating flexibility in managing competing priorities. Establishing tasks and timeframes to successfully achieve objectives.
Communication and interpersonal skills.	Preparing documents and reports of a complex and technical nature. Liaising effectively with personnel at all levels including senior officers in the public and private sectors and members of the community. Building professional working relationships. Working collaboratively and mentoring other team members.
Possession of, or progression towards, a relevant tertiary qualification or recognised Industry Certification.	Digital Forensic, Computer Science, Information Technology, Cyber Security.
Desirable Experience working with digital evidence.	Identifying, preserving, collecting, analysing and articulating digital evidence.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Others**.

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Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Establishment Officer, Organisational Design and Analysis	Marsha Qin	5/12/2025
Divisional Superintendent Forensic Division	Superintendent Natalie Jackson	5/12/2025