

Job Title: Cyber Protect Officer	
Job Evaluation Number	C115

## JOB DESCRIPTION

<b>Job Title:</b> Cyber Protect Officer	<b>Location:</b> South East Region
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> DS Cyber (Protect and Prevent)	<b>Band level:</b> 3F
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Maintain personal and organisational knowledge of cybercrime threats and prevention strategies, creating and managing partnerships with other law enforcement agencies, businesses, academic and voluntary sectors to develop expertise in cyber security and prevention to support the force-wide delivery of the PROTECT strategy in relation to cybercrime.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

<b>The key result areas in the role are as follows:</b>	<b>% time</b>
1. Provide training to small / medium enterprises to raise awareness of cyber security and facilitate or assist with the development of cyber security strategies and capabilities within those enterprises. Promote the work of SEROCU on cybercrime, where necessary providing presentations to interested parties.	35
2. Engage with Cyber Security companies and Network Defenders in the Region to promote the work of SEROCU in the cybercrime area, and build co-operation for joint working initiatives.	20
3. Provide regular, high quality information to teams across the organisation; supporting provision of advice to the public and media on cybercrime prevention; develop strategies to prevent vulnerable people becoming victims. Evaluate the outcomes of such initiatives to promote continuous development.	15
4. Promote a wide source of prevention material that is designed to educate individuals and businesses about the threat from Cyber Crime. This will include use of social media.	5
5. Work with partner agencies to establish a platform for educating the public and business about the threat from Cyber Crime. Work with education establishments and authorities to encourage cyber awareness and training through the education system. Host and present Cyber awareness briefings to partners, public and industry. Develop and maintain partnerships with businesses and industry with regard to cyber-crime prevention initiatives.	5
6. Manage and coordinate the activity and tasks for the SEROCU on the Cyber Information Sharing Partnership (CISP) of the National Cyber Security Centre to comply with national industry initiatives to reduce the impact on the UK business.	5
7. Represent the Regional Cyber Crime Unit and at meetings, seminars, conferences and other forums, delivering operational briefings, attending de-briefs, and/or presentations as and when required on behalf of SEROCU, in relation to preventative initiatives and learned lessons targeting the vulnerable where involved.	5
8. Undertake all responsibilities relating to information management, data quality, and information sharing, intelligence and information security in accordance with the ACPO	5

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Guidance on the Management of Police Information in order to achieve compliance with the Statutory Code of Practice.	
9. Support senior officers in implementing cybercrime strategies, work alongside regional counterparts and PROTECT staff, to develop partnerships which strengthen the force's cybercrime capability in line with the National Cyber Security Strategy 2016 to 2021.	5

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

<b>Further Comments:</b>
The cyber protect role performs the function of a cyber crime prevention / reduction officer. The role requires technical knowledge coupled with presentational abilities to deliver the National Cyber Crime Strategy to identified victims / small to medium enterprises which are of the most vulnerable.
Works under the general guidance of the Cyber Protect / Prevent Supervisor but with a significant responsibility and autonomy. Work within a team of prevent / protect officers.
Works with external partners and other forces on a regular basis for day to day business as well as projects and campaigns.
Represents the regional organised crime unit at force, regional and national meetings and attendance at national forums, conferences as required.
Planning and prioritising campaigns with the national cyber crime lead with reference to the resources and skill sets of the team to achieve short and long term changes.

#### d. **CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Ability to demonstrate creativity and ability to operate under pressure.	E
2. The ability to interrogate open and closed intelligence sources.	E
3. Experience of public speaking with the presence and credibility to deliver briefings and other information products to a large and varied audience.	E
4. Must have strong interpersonal skills supported by a high standard of communication skills, both verbal and written levels including an ability to convey technical matters to a non technical audience.	E
5. Take ownership for resolving problems demonstrating courage and resilience in dealing with difficult situations and have the ability to work under pressure, prioritising workloads and working to tight timescales within an ever changing environment.	E
6. Must be self motivated to continually develop knowledge and understanding of cyber crime through own research and use of the internet.	E
7. Ability to use word / excel / powerpoint / office and be proficient IT user	E
8. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. Due to the requirement to work flexibly, unsocial hours and personal safety	E

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for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	
9. Experience working in the cyber and digital environment and knowledge of the practical challenges this presents.	D
10. Have an understanding of Computer Misuse Act 1990.	D
11. Knowledge of the threats posed by cyber crime including the different varieties of malware and network intrusion attacks.	D
<b>Additional comments:</b> At interview, candidates will be asked to: * confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	