JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

DIRECTORATE: North West Regional Organised Crime Unit
AREA/DEPT: **Regional Cyber Crime Unit**
SECTION: Regional Cyber Crime Unit
JOB TITLE:. **CYBER PREVENTION OFFICER**
REPORTS TO: Detective Sergeant
CURRENT RANK **Constable**
DATE:

1. JOB PURPOSE:

To reduce the overall impact from Cyber Crime in the North West through education and promoting preventative meaures that allow individuals and businesses to protect themselves and their IT infrastructure.

Through prevention initiaves reduce the numbers of cyber crime victims in the North West.

Provide advice and guidance to mitigate the impact of cyber attacks when they happen.

2. PRINCIPAL ACCOUNTABILITIES:

a) To 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.
b) Work with partner agencies to establish a single prevention platform for educating the public and business about the threat from Cyber Crime.
c) Work with education establishments and authorities to encourage cyber awareness and training through the education system.
d) Host and present Cyber awareness briefings to partners, public and industry.
e) Act as a single point of contact for Cyber Crime Prevention advice.
f) Act as a Single point of Contact for the Cyber Information Sharing Partnership (CISP).
g) Ensure the NWROCU website has up to date information regarding current Cyber Threats and information about how to mitigate these threats.
h) Act as a single point of contact for industry liaison with regard to cyber crime prevention initiatives.
i) Identify best practice through environmental scanning for initiaves related to cyber crime prevention.
j) Highlight technology(software and hardware) to public/business that assists in improving cyber security.

k) Represent the Regional Cyber Crime Unit and NWROCU at meetings, seminars, conferences and other forums, delivering briefings and/or presentations as and when required.
l) Where required, present at seminars and meetings on bahalf of NWROCU, in relation to preventative initiatives.
m) Attend debriefs of operational activity and identify lessons learned together with best practice and then ensure this is disseminated as appropriate.
n) Prioritisation of prevantative initiatives particularly where they involve vulnerable individuals or groups.
o) Undertake all responsibilities relating to information management, data quality, information sharing, intelligence and information security in accordance with the ACPO Guidance on the Management of Police Information in order to achieve compliance with the Statutory Code of Practice .

3. KNOWLEDGE AND EXPERIENCE:

a) It is essential that the postholder has some knowledge of the threats posed by cyber crime including the different varieties of malware and network intrusion attacks.
b) 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.
c) The ability to interrogate open and closed intelligence sources.
d) Have an understanding of Computer Misuse Act 1990.
e) Must be self motivated to continually develop knowledge and understanding of cyber crime through own research and use of the internet.
f) 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.
g) Experience of working in parnership with private industry would be advantageous.

4. RELATIONSHIPS:

a) No supervisory responsibilities.
b) The post holder will report directly to the Detective Sergeant Regional Cyber Crime Unit.

5. OTHER CONTACTS:

a) Regular contact will be developed and maintained with all identified NWROCU customers and partners.
b) Develop relationships with those responsible for training in schools and develop bespoke packages for target audiences.
c) Develop the Regional CISP with businesses from the North West.

6. CONTEXT :

a) The highest standard of professional service will be provided to all identified customers and partners in an attempt to reduce the overall threat and impact from cyber crime.

b) A flexi time scheme operates but the post holder must have a high degree of flexibility within the work environment and have the ability to change hours and/or deployments as and when required.

7. DIMENSIONS :

Financial: N/A

Staff: N/A
***Other*:** The post holder will be required to visit outside agencies and provide reciprocal arrangements when asked.

8. JOB CHALLENGES:

a) This is a new role and as such the post holder must be flexible and absorb natural role changes, and assist to enhance and develop the capability of the Unit as a whole.
b) The postholder must market the Unit in a positive manner to all identified customers and partners and build successful inter unit working relationships with Force and NCA cyber crime capabilities.
c) The post holder must develop new partners and identify new and as yet untapped sources of prevention methods relative to cyber crime.
h) The post holder must be self motivated and continually develop knowledge and understanding of cyber crime through own research and use of the internet.
d) Ability to work with minimum supervision.

9. ADDITIONAL INFORMATION:

a) Post Holder must be vetted to both MV and SC level and maintain this level of vetting.