

**CYBER PREVENT AND PROTECT OFFICER – DIGITAL INTELLIGENCE  
INVESTIGATION UNIT – TASKING & COORDINATION COMMAND**

**REF 230/20**

**Location:** Chester le Street Police Office

**Salary:** Scale 4 £20,619 - £22,833 per annum

**Hours:** 37 hours per week, Monday to Friday. There is also a requirement to work unsocial hours including evenings and weekends as and when required.

**Job Type:** Permanent

**Closing Date:** **12pm noon on Wednesday 30<sup>th</sup> September 2020**

**Qualifications:** 4 G.C.S.E. levels (Grade 9 to 4/A to C) including English Language or Literature and Math's or an approved equivalent.

If you possess an equivalent qualification you must clearly outline this on your application. Failure to do so may result in your application not being progressed.

Further information regarding the relevancy of equivalent qualifications is available from the OfQual website at <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>

Successful candidates will be required to provide copies of all relevant qualifications.

An exciting development opportunity has arisen to join the Digital Investigation and Intelligence Unit in the role of Cyber Prevent and Protect Officer.

The successful candidate will be required to provide an effective and proactive service in respect of the provision of cyber awareness, prevent and protect support and advice. In doing so you will liaise and communicate with your colleagues, our community and business partners and other agencies, to take positive steps to engage, develop and adopt a problem solving approach to cyber prevent and protect issues.

You will work with schools, local business community representatives and agency stakeholders to develop and implement initiatives that will assist in educating people on cyber prevent and protect awareness.

Analysis and evaluation of the overall success of cyber prevent and protect initiatives will also be an objective of the role, contributing to the ongoing development of cyber prevent and protect initiatives.

The role will require you to have an interest and/or experience in cyber enabled technology.

## **Vetting**

Durham Constabulary has a strict vetting requirement and any offer of employment will be subject to appropriate vetting levels which will be maintained / updated throughout the period of service. In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in the UK for at least 3 years and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process. Individuals who are not able to meet this criteria will be subject to appropriate risk assessment by the Force Counter Corruption & Vetting Unit.

## **Tattoos**

Applicable to all staff (officers, staff and volunteers) engaged in public facing roles and is effective from 12/04/2016. This requirement is intended to ensure that Constabulary staff in public facing roles present a professional corporate image to everyone. The Constabulary does not seek to discriminate against anyone who has tattoos and recognises the prevalence of body art in modern society and the right of each individual to make their own choices about their appearance.

The Force vision aspires to the provision of an excellent policing service which inspires confidence in all victims and communities. With that in mind this policy seeks to minimise, as far as is reasonably possible, any negative perception or misconception which could be drawn by the communities we serve based on appearance, which would serve to diminish confidence in the Constabulary as a whole.

Any tattoo anywhere on the body that is:-

- obscene,
- or advocates sexual, racial, ethnic, or religious discrimination, by written word or design

is prohibited. The presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Constabulary.

Tattoos which are visible on the face, scalp, ears, neck and hands are not considered appropriate for those who are in public facing roles. 'Public facing' also extends to include those employees who engage with partner agencies.

The practical effect of this policy, in respect of applicants for any public facing role in the Constabulary, may be to preclude any such applicant in circumstances where visible tattoos on the face, scalp, ears, neck or hands. however, in rare circumstances, the Constabulary may consider the merits of any individual application to be exempted from elements of this policy in relation to tattoos. Decisions in regarding such exemptions will be made via a

panel comprising the Chief Constable, Deputy Chief Constable/Chief of Staff for the OPVC, Head of People, Standards and Development Command and the Strategic Resource Manager.

Where recognised cultural factors pertain, the Constabulary undertakes to give specific consideration to the merits of any individual application to be exempted from elements of this policy.

### **To Apply**

Durham Constabulary welcome applications from everyone, but as members of ethnic minority groups are currently under-represented we would encourage applications from these groups. Appointment will be based on merit.

For further information please view the below Job Description and Person Specification.

To apply please complete the following –

[Pers 198 Police Staff Application Form](#)

Completed application forms should be returned to [human.resources@durham.pnn.police.uk](mailto:human.resources@durham.pnn.police.uk).

**Hard copy applications will not be accepted.**

**Please note that Curriculum Vitae's (CV's) will not be accepted.**



## **DURHAM CONSTABULARY**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Cyber Prevent & Protect Officer
<b>COMMAND:</b>	Tasking & Coordination - Digital Intelligence and Investigations
<b>SCALE:</b>	Scale 4
<b>RESPONSIBLE TO:</b>	Cyber Prevent & Protect Supervisor
<b>JOB PURPOSE:</b>	To provide an effective and proactive service in respect of the provision of cybercrime awareness, prevention and reduction advice.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To liaise and communicate with colleagues, community partners and other agencies, to take positive steps to engage, develop and adopt a problem solving approach to community cyber prevent and protect initiatives.
2. To determine and recommend the installation of the most appropriate software and or technical equipment to protect people/property and identify offenders (e.g. antivirus, backup systems) in accordance with relevant legislation.
3. To update, maintain and present to others data as and when required in accordance with legislative and force requirements
4. To provide specialist cyber prevent and protect advice and recommendations, as required in accordance with the Security Standards within NPCC Guidelines.
5. To work with schools, businesses, local community representatives and agency stakeholders to develop and implement initiatives that will educate people on cyber prevent and protect.
6. To representative the force as appropriate (i.e. at meetings, multi-agency conferences, events) and present relevant independent cyber prevent and protect advice to contribute towards the reduction in cybercrime, including fraud.
7. To analyse and evaluate the success of cyber prevent and protect initiatives and therefore contribute towards the ongoing development of crime and disorder policies and procedures.
8. To raise awareness and promote cyber prevent and protect initiatives via any form of appropriate media.

9. To keep up to date with information and intelligence relevant to cyber prevent and protect initiatives in support of community safety and cyber harm reduction objectives.

**The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.**

## **DURHAM CONSTABULARY**

### **PERSON SPECIFICATION**

**JOB TITLE:** Cyber Harm Reduction Officer

**DEPARTMENT:** Tasking and Coordination Command, DII

<b>EMPLOYEE</b>	<b>THE SUCCESSFUL CANDIDATE SHOULD POSSES THE FOLLOWING:-</b>	<b>ASSESSMENT CRITERIA</b>
Educational Attainment/ Professional Qualifications	<ul style="list-style-type: none"><li>• 4 G.C.S.E. levels (Grade A to C) including English Language or Literature and Math's or an approved equivalent. An individual who possess an equivalent e.g. NVQ must provide evidence of Math's and English.</li></ul>	<ul style="list-style-type: none"><li>• Sift/Interview</li></ul>
Work Experience	<ul style="list-style-type: none"><li>• At least two years admin experience, e.g. composing original letters and documents, processing invoices maintaining accurate records, exercising judgement in processes and people.</li></ul>	<ul style="list-style-type: none"><li>• Sift/Interview</li></ul>
Knowledge/Skills/Aptitudes	<ul style="list-style-type: none"><li>• Numerical skills, e.g. performing simple statistics and calculations.</li><li>• Enhanced literacy</li></ul>	<ul style="list-style-type: none"><li>• Sift/Interview</li><li>• Sift/Interview</li></ul>

	<p>skills, e.g. composing original memos, letters, reports or statement writing.</p> <ul style="list-style-type: none"> <li>Enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand</li> </ul>	<ul style="list-style-type: none"> <li>Sift/Interview</li> </ul>
Disposition	<ul style="list-style-type: none"> <li>Able to work under pressure to meet specific deadlines</li> <li>Able to work on own initiative as well as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Sift/Interview</li> <li>Sift/Interview</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>To be of the highest integrity</li> <li>Able to work unsociable hours, including evenings and weekends as and when required</li> <li>To possess a full, current driving license or have access to a means of mobility support.</li> <li>Be able to attend work related training courses.</li> <li>To have a respect for diversity and be committed to the principles of Equal Opportunities and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Sift/Interview/ Vetting</li> <li>Sift/Interview</li> <li>Sift Interview</li> <li>Sift Interview</li> <li>Sift/Interview</li> </ul>

**DURHAM CONSTABULARY**  
**CONDITIONS OF APPOINTMENT**  
**CYBER HARM REDUCTION OFFICER**

**1. SALARY**

Annual salary will be based on Durham Scale 4 Police Staff Council:-

£  
20,619  
21,342  
22,047  
22,833

**2. PENSION**

New employees will be automatically enrolled into the Local Government Pension Scheme. The successful applicant will have the right to opt out of the Pension Scheme once they have commenced employment.

**3. SICKNESS DECLARATION & MEDICAL SCREENING/ EXAMINATION**

All applicants should note that Durham Constabulary applies stringent sickness absence criterion. All appointments will be subject to satisfactory pre-employment medical screening. During these pre-employment checks the Constabulary requests sickness details from your previous employer(s). Following screening the successful candidate may be required to attend for a medical appointment.

**4. ANNUAL LEAVE**

Annual leave will be calculated on a pro-rata basis according to the number of hours worked per week. Annual leave for a full time employee (37 hours per week) will be a minimum of 26 days rising to a maximum of 31 days after 5 years continuous service.

The maximum entitlement of 31 days will also apply to those successful applicants who currently have 5 years continuous service as a member of Police Staff with a Police Authority; Scottish Joint Board; National Crime Squad; National Criminal Intelligence Service; Centrex; Police Service of Northern Ireland; non-Home Office Forces; the Metropolitan Police or as a member of a Local Government Authority. The foregoing leave is in addition to normal public holidays.

The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December and those who commence employment during the year will be entitled to a proportion of the annual leave entitlement.



**5. PERIOD OF NOTICE**

The appointment will be terminable by 4 weeks' notice in writing on either side, subject to the provisions of the Employment Rights Act, 1996.

**6. PROBATIONARY PERIOD**

Appointment is subject to a Probationary Period of six months, unless you are required to attend a training course that exceeds 4 weeks, then your probationary period will be extended accordingly. Included in your Probationary Period, are any training courses that you are required to pass.

**7. TRAINING**

Durham Constabulary has a positive policy towards identifying and meeting the training needs of all of its' staff and it is a condition of employment that staff are prepared to participate in any training courses which are felt to be appropriate to their needs. Most training needs will be met within the organisation, but he/she may be required to attend job related short courses.

**8. RETURN OF SERVICE/REFUND OF COURSE FEES**

If you do not serve for a minimum of 2 years with Durham Constabulary you may be required to refund the costs for any training courses undertaken.

**9. OFFICIAL SECRETS ACTS**

Upon appointment with Durham Constabulary all employees will be subject to the provisions of the Official Secrets Acts, 1911, 1920 and 1989 and will observe secrecy in all matters that may come to their notice whilst in the performance of the duties allotted to them and will only divulge such matters if compelled by law or upon the instructions of the Chief Constable, or other supervisory officer.

**10. VOLUNTARY RESERVE FORCES**

Staff may participate in the Military Voluntary Reserve Forces. These are defined as The TA; the Royal Navy Reserve; the Royal Marine Reserves, the Royal Auxiliary Air Force, the Royal Air Force Volunteer Reserve Training RAFVR (T), Air Cadet Organisation, Sea Cadets, Adult Warrant Officer (AWO) or civilian instructor. Authority to do is sought from the Chief Constable.

**11. POLITICAL RESTRICTIONS**

The Chief Constable is committed to creating a totally anti-discriminatory and inclusive police service therefore no member of Durham Constabulary may be a member of an organisation whose

constitution, aims, objectives or pronouncements contradict the general duty to promote equality.

**12. ACCOMMODATION / LOCATION OF POST(S)**

These posts are based at Chester Le Street Police Office.

**13. EQUAL OPPORTUNITIES POLICY**

Durham Constabulary requires a respect for diversity encourages and is committed to the principles of Equal Opportunities.

**14. WORKING HOURS**

37 hours per week, working Monday to Friday. This post is also subject to the flexible working hour's scheme. There is also a requirement to work unsocial hours including evenings and weekends as and when required.

**15. TRAVELLING EXPENSES**

Expenses will not be paid for any part of the recruitment procedures.

**16. OTHER CONDITIONS**

Durham Constabulary has a strict vetting requirement and any offer of employment will be subject to appropriate vetting levels which will be maintained / updated throughout the period of service. In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in the UK for at least 3 years and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process. Individuals who are not able to meet this criteria will be subject to appropriate risk assessment by the Force Counter Corruption and Vetting Unit.

**17. TATTOOS**

Any tattoo anywhere on the body that is obscene, or advocates sexual, racial, ethnic, or religious discrimination, by written word or design is prohibited and the presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Constabulary.

**18. CANVASSING**

Canvassing, either directly or indirectly, is prohibited.

**19. ADDITIONAL BUSINESS OR EMPLOYMENT**

Employees must devote their whole-time service to the work of the Chief Constable and must not engage in any other business or take up any other employment without the written consent of the Chief Constable.

**20. SMOKING POLICY**

Durham Constabulary operates a “No Smoking” policy.

**21. CLOSING DATE**

Applications must be received by the closing date of 12pm noon on Wednesday 30<sup>th</sup> September 2020

**22. GENERAL**

Applications will not be acknowledged, and if you do not hear from us within six weeks you can assume that you have been unsuccessful. Should this be the case we would like to thank you for your interest in this post.

Where possible, specific dates for assessment (if applicable) and interview for this post have been identified and details are given below. Unfortunately, we are not always able to offer alternative dates.

**23. APPOINTMENT OFFER / ANTICIPATED DATE FOR FILLING THIS POST**

We hope to make a **conditional** offer of an appointment approximately one month after the closing date. The appointment offer will be subject to satisfactory pre - employment clearances including medical screening, recruitment vetting checks and employment references. Should any clearance prove to be unsatisfactory we reserve the right to withdraw any offer of employment made. A starting date will be agreed following receipt of satisfactory clearances, taking into account notice periods required.

This post will be filled as soon as practicable.

