

Office of the Police and Crime Commissioner for Surrey

Job Profile

Job Title:	Policy Lead for Cyber Crime Prevention
Contract:	1-year fixed term contract (with the option to extend for a further year subject to funding and PCC agreement)
Reports to:	Chief Executive, Office of the Police and Crime Commissioner
Responsible for:	1 x Policy Support Officer

1. Job Purpose

- 1.1 The post-holder will establish and manage a dedicated team responsible for preventing and reducing cyber and cyber-enabled crime in Surrey.
- 1.2 Reporting into the Office of the Police and Crime Commissioner, the post-holder will be responsible for developing new and building upon existing partnership capacity in Surrey and beyond to allow for improved coordination of local cyber-crime prevention activity, supporting and overseeing the work of partners to ensure successful delivery.
- 1.3 The post-holder will provide strategic direction and policy support to the emerging partnership through the provision of research, planning and advice, as well as developing new and existing communication channels so that preventative messages can be communicated to the widest possible audience, including businesses and individuals.
- 1.4 The post-holder will be expected to work with the Home Office, ACPO and NCA in order to develop a cyber-crime prevention model that can be transferred to other areas.
- 1.5 **Context:**
- 1.6 Cyber and Cyber-enabled crime is increasing. It is rapidly consuming more and more law enforcement time, energy and resource. The number of victims is also increasing as is the damage to individuals, organisations and the national economy. Local and national research shows that enforcement action alone is unsustainable and, unless comprehensive preventative action is taken, the impact of cyber and cyber-enabled crime will continue to worsen.
- 1.7 The OPCC in Surrey has already taken steps to establish a partnership which brings together the police, local councils, voluntary sector, academics and private industry to jointly work together to prevent cyber and cyber enabled crime. However, current demand for preventative work is outstripping the capacity of the OPCC to resource the group's efforts, and a dedicated team is therefore being established to support this new area of work.

2. Key Accountabilities

- 2.1 To identify, develop and maintain innovative, cross-sector partnerships to support delivery of cyber-crime prevention activity in Surrey.
- 2.2 To negotiate with partners to capitalise on existing capacity and expertise within organisations that can be used to support the work of the partnership.
- 2.3 To provide project management and strategic support to the partnership to ensure that partners are co-ordinated in their cyber-crime prevention activity and that the roles and responsibilities of individual members are defined.
- 2.4 To provide the partnership with ongoing research, analysis and evidence to help inform, target and prioritise preventative work, identifying gaps in provision.
- 2.5 To provide line management to the Cyber Crime Prevention Team, ensuring that the quality of service delivered to the partnership is of a consistently high standard.
- 2.6 Actively engage with local CSPs, politicians and senior leaders within and outside of Surrey in order to promote and help 'mainstream' cyber-crime prevention activity.
- 2.7 To develop evaluation tools to monitor progress against desired outcomes, enabling learning and dissemination of best practice to others, with the intention that the work undertaken in Surrey can inform the development of a national approach.
- 2.8 To identify and target sources of additional funding and/or support that can be used to assist the work of the partnership, including but not limited to close engagement with the Home Office, the National Cyber Crime Unit and ROCU.
- 2.9 To oversee development and implementation of a cyber-crime prevention communication strategy, developing new and existing communication channels so that preventative messages can be communicated to the widest possible audience.
- 2.10 To provide advice to the Victim Commissioning Team in the OPCC on what services are required in Surrey to support victims of cyber-enabled crime, particularly vulnerable young people at risk of exploitation or harm
- 2.11 To respond to local and national consultations relevant to areas of work, ensuring the PCC's interests are fed back.
- 2.12 Where appropriate, to represent the PCC on statutory and non-statutory groups at both a local and national level.
- 2.13 To maintain an awareness of the national policy context for relevant areas of work, preparing briefing papers when necessary.
- 2.14 To carry out other tasks commensurate with the role in order to ensure the smooth running of the OPCC.

3. Knowledge, Skills and Experience:

- 3.1 Substantial experience of working with and developing relationships with senior stakeholders from across a range of sectors and organisations, and delivering projects in partnership.
- 3.2 A proven track record of working at a senior level in a public sector or equivalent organisation with the ability to influence, negotiate and make decisions on behalf of the PCC.
- 3.3 Excellent levels of IT literacy, specifically a strong technical understanding of the internet and digital technologies, including associated threats such as botnets, malware, phishing, spoofing, ransomware etc.
- 3.4 Knowledge and experience of developing policy, strategy and business plans within a government or policing context.
- 3.5 A background in performance management in the public sector, policing or other relevant business to enable the development of appropriate evaluation models and scrutiny of the partnership's work.
- 3.6 Strong analytical and interpretive skills and the ability to take on board and analyse complicated information quickly and effectively.
- 3.7 A confident self-starter, capable of responding flexibly to pressures and problems and always able to show an innovative and creative approach to their work.
- 3.8 Be able to manage workload and motivate and lead a team of staff to meet the objectives of both the PCC and the partnership.
- 3.9 Ability to manage budgets to ensure delivery of projects and objectives within timescales and budget.
- 3.10 A sound knowledge of policing and police governance and the context in which the PCC and Deputy PCC operate
- 3.11 Demonstrable experience of working in a political environment.
- 3.12 Excellent analytical and interpretive skills and the ability to take on board and analyse complicated information quickly and effectively.
- 3.13 Strong oral and written communications skills, with the ability to persuade and influence at a senior level.
- 3.14 Ability to work flexibly under pressure and to tight deadlines with minimal direction.
- 3.15 Willingness to work flexible hours to meet the needs of the PCC and their office.

4. Additional Job Requirements:

- 4.1 The post holder is required to successfully pass Surrey Police Vetting.
- 4.2 Due to the nature of the role, travelling around the County and further to meet with partners is expected. A full driving licence and/or access to public transport would therefore be of use.

- 4.3 Surrey Police provides its employees with access to systems, data and assets to conduct their roles effectively. It is an overarching requirement that the access rights of employees are maintained in an accurate and timely fashion. This requirement is fundamental to data accuracy and security. The responsibility for ensuring employees maintain appropriate access to systems, data and assets, in accordance with their role, lies with line managers.
- 4.4 No specific, specialised systems access is required for this role beyond SPIKE, the Force intranet and e-mail.