

# Office of the Police and Crime Commissioner for Surrey

## Job Profile

<b>Job Title:</b>	Policy Support Officer
<b>Contract:</b>	1-year fixed term contract (with the option to extend for a further year at the PCC's discretion)
<b>Reports to:</b>	Policy Lead for Cyber Crime Prevention, Office of the Police and Crime Commissioner
<b>Responsible for:</b>	No line management responsibility

### 1. Job Purpose

- 1.1 The post-holder will be part of a small team responsible for preventing and reducing cyber and cyber-enabled crime in Surrey.
- 1.2 Working with the Policy Lead for Cyber Crime Prevention, the post-holder will help establish and build upon existing partnership capacity in Surrey and beyond to allow for improved coordination of local cyber-crime prevention activity.
- 1.3 The post-holder's main responsibility will be to undertake research and analysis to help inform, target and prioritise preventative work in Surrey, ensuring that the work of partners is properly coordinated and available resources are used effectively.
- 1.4 **Context:**
- 1.5 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.
- 1.6 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 Work with the Policy Lead for Cyber Crime Prevention to identify, develop and maintain innovative, cross-sector partnerships to support delivery of cyber-crime prevention activity in Surrey.
- 2.2 To provide the partnership with ongoing research, analysis and evidence to help inform, target and prioritise preventative work, identifying gaps in provision.
- 2.3 Assist with the coordination of cyber-crime prevention activity in Surrey, ensuring that partners are properly coordinated and that available resources are used effectively.
- 2.4 To provide general and administrative support to the partnership, ensuring that agreed actions are followed-up and that members are kept updated on significant developments.
- 2.5 Be the first point of contact for partners to provide them with advice, guidance and support in relation to the wider work of the partnership.
- 2.6 At the request of the Policy Lead for Cyber Crime prevention, undertake specific projects that deliver against the team's objectives.
- 2.7 When necessary, deputise for the Policy Lead for Cyber-Crime Prevention, including representing the team and the Commissioner at meetings.
- 2.8 To maintain an awareness of the national policy context for relevant areas of work, preparing briefing papers when necessary.
- 2.9 With the assistance of the Policy Lead for Cyber-Crime Prevention, respond to local and national consultations relevant to areas of work, ensuring the PCC's interests are fed back.
- 2.10 Work with the Policy Lead for Cyber-Crime Prevention to monitor progress against desired outcomes.
- 2.11 Carry out other tasks commensurate with the role in order to ensure the smooth running of the Commissioner's Office.

## **3. Knowledge, Skills and Experience:**

- 3.1 Excellent research and evaluation skills, and the ability to take on board and analyse complicated information quickly and effectively.
- 3.2 Experience of working with both qualitative and quantitative data, writing reports and presenting findings to stakeholders.
- 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 Experience of developing and implementing policy and strategy within a public sector or similar context.

- 3.5 A good understanding of policing and local government structures.
- 3.6 Strong oral and written communications skills, with the ability to persuade and influence at a senior level.
- 3.7 Ability to work flexibly under pressure and to tight deadlines with minimal direction.
- 3.8 Good levels of IT literacy with advanced Microsoft Office, particularly Excel.
- 3.9 Willingness to work flexible hours to meet the needs of the PCC and their office.

#### **4. Job Requirement:**

- 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.

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