

 HR Services putting people first	HUMBERSIDE POLICE Role Requirement	Objective Analysis:
		Post No: Various
Position Title: Cyber Crime - Constable	Grade: Police Constable	Vetting Level: SC
Overall Purpose of the role: To conduct investigations and operations into the most serious incidents of network based organised criminal activity; to detect hi-tech crime; gather and distribute relevant and quality intelligence; to provide technical advice and assistance to officers engaged in the investigation of cybercrime, to produce evidence in a form which is admissible in Court. This is carried out in relation to cybercrime as defined by the Home Office and the National Strategy		
Generic Roles/Tasks		Specific Roles/Tasks
<p>To conduct investigations into offences falling within the remit of the Cyber Crime Unit. To undertake proactive and reactive investigation, acting as case officer, setting investigative strategies as required.</p> <p>To comply with the NPCC Good Practice Guide for Digital Evidence, the maintenance of contemporaneous notes, the preparation of written witness statements and attendance at court as an expert witness when required.</p> <p>To undertake the forensic examination and retrieval of evidence and/or intelligence from computers, computer related media and other digital devices recovered during cybercrime investigations, in accordance with the NPCC Principals of Data Recovery and Digital Investigation.</p> <p>To review and evaluate third party reports where appropriate; i.e. defence expert reports.</p> <p>To liaise with CPS to ensure the effective apprehension and prosecution of offenders under relevant legislation.</p> <p>Manage and develop the exploitation of open and closed intelligence sources.</p> <p>To develop and maintain specialised and up to date technical knowledge of both general and forensic computer procedures, keeping abreast of developments within the computer industry in order to secure the success of future investigations.</p> <p>Prepare and submit reports on current developments in cybercrime investigation and</p>		<p>Cyber Crime Investigator To detect hi-tech crime.</p> <p>Gather and distribute relevant and quality intelligence.</p> <p>Manage and develop the exploitation of open and closed intelligence sources.</p> <p>To provide senior management and SIO's with an enhanced level of support and oversight across all aspects of the prevention and investigation of offences of cyber crime.</p> <p>To provide technically competent analysis of digital evidence and present these products to the courts in support of a prosecution, senior officers, law enforcement colleagues, business partners and member of the community.</p> <p>Cyber Crime Technical Investigator To detect offences of cybercrime and provide technical advice and assistance to officers engaged in the investigation of cyber crime.</p> <p>Crime scene assessment, to include the recovery of volatile data and network investigation.</p> <p>Provide technical expertise regarding; networking concepts, including internet protocols and communication methods; malware concepts, including the ability to</p>

<p>prepare and advise on future requirements for the Cyber Crime Unit.</p> <p>Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	<p>create a forensically sound test network to examine malware behaviour in line with ISO 17025 standards.</p> <p>Examine processed data in accordance with criteria set by investigators, and to produce relevant evidence in a form that can be readily understood and evaluated by third parties and/or independent experts/authorised persons.</p> <p>To review and evaluate third party reports where appropriate; i.e. defence expert reports.</p> <p>To provide comprehensive and authoritative advice to SIO's regarding forensic opportunities of devices seized, and other sources of evidence or intelligence available through technical investigative methods.</p> <p>To research and identify emerging technologies and forensic software tools that can be used to support investigations.</p>
Responsibility	Decision Making
<p>Preparation of interview strategies and the interviewing of suspects following consultation with forensically trained staff.</p> <p>Ensure that the intelligence and evidential potential is maximised in support of cyber investigations, and all opportunities to reduce harm to the force from cybercrime are identified and exploited.</p> <p>Educate and provide guidance to officers across the force in respect of best practice, knowledge and experience across the cyber landscape.</p> <p>To develop and maintain specialised and up to date technical knowledge of both general and forensic computer procedures, keeping abreast of developments within the computer industry in order to secure the success of future investigations.</p> <p>To build effective working relationships with other forces and regional partners to ensure best evidence and exploit opportunities to disrupt criminal activity affecting the force.</p> <p>Attend briefing and debriefing sessions with other members of the Cyber Crime Unit and liaise with other departments and business areas where necessary to share and develop organizational cyber expertise.</p>	<p>Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.</p>

<p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times.</p> <p>You will recognise the responsibilities of your role and act lawfully in the public interest.</p> <p>Your conduct will encourage others to have confidence in policing.</p> <p>You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control.</p> <p>You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>	
Additional Information	
<p>Leadership</p> <p><i>Openness to change</i></p> <p>Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.</p> <p><i>Service delivery</i></p> <p>Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.</p> <p>Professionalism</p> <p>Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.</p> <p>Public service</p> <p>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.</p> <p>Working with others</p> <p>Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is</p>	

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courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and

Reports to		Direct reports:
Detective Sergeant – Cyber Crime Supervisor		None
Prepared by:- DI Kevin Foster Date:- 27/10/17	Confirmed by:- Date:-	Received by:- Date:-

Person Specification

		Police Constable
Attainments/ Knowledge	Essential	Is the rank of Constable and has successfully completed a 2 year probationary period. Must have a good understanding of Windows based operating systems. Competent in the use of proprietary MS Office Software Is expected to attend and pass nationally recognised externally delivered Cyber Crime Training Courses.
	Desirable	Willing to complete the ICIDP process to PIP Level 2 Is trained as a Digital Media Investigator or is trained to Open Source Research Level 2 or above.
Experience	Essential	Has had practical experience in the investigation field.
	Desirable	
Skills/ Specialisms	Essential	Is sensitive to the wishes and views of others and is able to display tact and diplomacy. Has the ability to inspire confidence and respect. Is able to communicate clearly and concisely both orally and in writing bearing the needs of the recipient in mind. Is able to collate and analyse large amount of information. Is alert and has an enquiring mind with an ability to see beyond the obvious. Is able to write clear, concise and well balanced reports.
	Desirable	
Decision Making/ Problem Solving/ Planning	Essential	Sets objectives in relation to work load and is able to plan and prioritise accordingly. Has a methodical approach to problem solving.
	Desirable	
Practical Effectiveness	Essential	Is forward thinking, creative and innovative. Responds positively to change and is receptive to new ideas. Is friendly and approachable with a willingness and ability to assist the development of others. Acknowledges own mistakes and takes responsibility for them. Recognises strengths and weaknesses in oneself and is able to identify development needs.
	Desirable	Remains calm under pressure. Is capable of considering the wider dimensions and implications of situations.
Citizen Focus		A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness and quality and ensure they fully understand and represent the Force's values and principles at all times.
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.