



## JOB DESCRIPTION

### Cyber Investigator

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<b>Post Number:</b>	XS687
<b>Grade:</b>	SO2 (£34,287 - £36,177)
<b>Weekly Hours:</b>	37
<b>Department:</b>	EMSOU – Cyber Crime
<b>Status:</b>	Established
<b>Responsible To:</b>	Cyber/Dark Web/ SOC Detective Sergeant – EMSOU
<b>Job Role /Purpose:</b>	To manage, investigate and detect Serious and Organised Crime/Cyber Crime across the East Midlands region.
<b>Contacts:</b>	Police Officers and police Staff, NCA Agents and other law enforcement agencies. Crown Prosecution Service and other agencies and partners regarding investigations and other relevant issues.
<b>Health and Safety:</b>	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
<b>Equality and Diversity:</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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#### Person specification

##### Knowledge, skills & abilities

###### Essential criteria

*A clear definition of the necessary criteria.*

###### Essential knowledge:

- Must be educated to Degree level standard or equivalent or relevant work experience in complex criminal investigation
- Be PIP 2 accredited, or equivalent with recent experience of working in an investigative role (last 3 years) to maintain status

###### Work Experience:

- Experience of conducting reactive and proactive cyber investigations and display a sound awareness of information and evidence gathering techniques
- Have a broad understanding of legislation and procedure associated with the investigation of cyber-crime i.e. RIPA, PACE, CPIA, POCA

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- To be computer literate (experience of Microsoft Word, Excel, and PowerPoint) and able to have a methodical approach to work
- Experience in the production of accurate reports or documents

### **Personal / Interpersonal Skills, Aptitudes:**

- Can work with limited supervision, planning and prioritising own workload and making multi-factor decisions within agreed policy
- Experience of working within a high-pressured environment with high workloads
- Have a flexible working approach to working hours and location throughout the East Midlands Region, willing to react to duty changes, when operations dictate, to occasionally work irregular extended hours

### **Special Skills:**

- Able to respect for other people's views and to respect race and diversity. Maintain tactful and professional approach and ensure that working practices are consistent

### **Other:**

- To be a highly self-motivated individual who can work as part of a team
- To hold a full current driving licence and be willing to travel within the East Midlands Region to carry out activities associated with the role \*

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### **Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

### **Work Experience:**

- Knowledge of custody procedures in relation to prisoner detention and processing
- Experience of working in and maintaining a Cyber or Dark Web Investigation
- Experience of utilising case management systems to aid large case investigations, disclosure, and exhibit handling
- Previous experience of presenting evidence in a Court of Law

### **Personal / Interpersonal Skills, Aptitudes:**

- Experience and awareness of current intelligence gathering and targeting techniques

### **Special Skills:**

- Have good interviewing techniques either by experience or attendance on an Interviewing Skills course
- Able to adapt to new emergent technology (digital media, CCTV, and mobile phones) and to develop skill base accordingly

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### **CORE RESPONSIBILITIES/ ACCOUNTABILITIES**

#### **Operational:**

- To manage and investigate Cyber Crime in line with the Senior Investigating Officer's policy and investigation objectives

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- Interview victims of crime and any other witnesses, fully complying with the 'victim's charter' including evidential witness statements. Identify when witnesses are either significant or vulnerable, taking necessary measures where appropriate
- To obtain search warrants and production orders from Magistrate or Crown Court. This will include the exercise of designated powers under the Police Reform Act
- To be able to plan effective search strategies in support of current investigations covering, people, premises, vehicles, and land. Prioritising and deploying resources accordingly. This will include the exercise of designated powers under the Police Reform Act
- To coordinate the examination, preservation and continuity of evidence and exhibits recovered during an investigation in accordance with procedure. To be part of forensic strategy meetings and complete MG21 Forensic submission forms as required
- To be aware of sensitive covert tactics utilised throughout the investigation and understand how to use evidence obtained in this manner and disclosure responsibility regarding these tactics
- To complete suspect interviews in accordance with PACE Code C and E. This will include the exercise of designated powers under the Police Reform Act
- Take responsibility of the detained person in custody and to transfer responsibility to the custody officer and update the result of interview upon completion
- To recognise vulnerable detainees and their needs (i.e. mental health disorder, visually impaired, deaf, speech impediments, juveniles)
- To organise and manage Solicitors, Legal Representatives, Interpreters and Appropriate Adults. To act as custody liaison for large scale enforcements and to coordinate the interview teams and necessary legal requirement and disclosure.
- Providing disclosure of the case to Solicitors and Legal Representatives
- Prepare and present case files to supervisors and the Crown Prosecution Services in line with the file preparation standard set out by the Complex Case Unit.
- To be one of the central points of contact to liaise with the CPS and Counsel from the initial advice stages through to the trial and sentencing. To attend case conference with CPS and Counsel.
- To attend court as Officer in the Case for the duration of the trial, to assist the CPS and Counsel and coordinate witness requirements. To give evidence as Officer in the Case or as required.
- To undertake a variety of roles within an investigation including exhibit officer, disclosure officer, Telecoms officer.
- To undertake the role in Cyber Crime incident management and to manage risks arising during the deployment/To complete Surveillance logs during lifetime surveillance deployment in line with the training provided
- To prepare briefings and Operational plans in line with the SIO's objectives including risk assessments.
- To understand analytical product, including cell site, and telecom evidence and how this can support your investigation.
- On occasion act as search liaison and interviewing officer in Forces outside of the region, whilst being aware of the limitation of powers provided by the Police Reform Act

## POLICE – STAFF

### Administration:

- Complete a thorough risk assessment for operational events, ensuring adequate control measures are in place and that an appropriate contingency plan is developed.
- Maintain standards of professional practice – Ensure your behaviour complies with the East Midlands Special Operations Unit values and the College of Policing code of ethics. Organise your own work effectively to meet the demands of your role. Identify, implement, and monitor development activities to enhance your own performance.
- Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and East Midlands Special Operations Unit aims and objectives.
- Make best use of technology in support of your role, ensuring correct operation and compliance with East Midlands Special Operations Unit legal requirements.
- Complete administration procedures – Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy, and procedure.
- Gather information from a range of sources to support action. Ensure the information is obtained ethically and in accordance with relevant legislation and policy.

### General:

- Promote equality, diversity, and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.
- Maintain standards of professional practice – Ensure your behaviour complies with the EMSOU values and organise your own work effectively to meet the demands of your role. Identify, implement, and monitor development activities to enhance your own performance.
- Comply with Health and Safety legislation – Ensure that you show a duty of care and take appropriate action to always comply with Health and Safety requirements.
- The post-holder will be required to be security cleared to SC and MV level. Appointment will be subject to successful application and maintenance of these levels of clearance.
- This has been designated a 'high-risk' post within the meaning of the Drug and Alcohol Misuse Policy. The post-holder may be required to submit themselves for routine drug and alcohol testing in line with that policy.

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### Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support, and inspire

## POLICE – STAFF

All competencies are underpinned by 4 Values that should underpin everything that we do:

Integrity  
Impartiality  
Transparency  
Public Service

### Other

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

- 1) Management Vetting (MV)
- 2) Security Check (SC)

**Car User:** Yes

**Additional Information:** All staff will commence at the bottom of SO2 unless the below is applicable. If you currently hold PIP 1 you will commence on the mid-point of SO2, if you are currently PIP 2 qualified/once you become PIP 2 qualified you will be placed on the top pay scale of SO2. Those staff that are previously PIP2 accredited (or equivalent) will need to provide Continuous Professional Development during the past 3 years against the national occupational standards for investigation.