



## **Job Description**

**Title: EMSOU Internship (Undergraduate)**

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<b>Post Number:</b>	XS596
<b>Grade /Scale:</b>	Scale 2 (£22,101 - £22,671)
<b>Weekly Hours:</b>	37
<b>Department:</b>	EMSOU
<b>Status:</b>	Fixed Term
<b>Responsible To:</b>	Team Leader / Supervisor / Detective Sergeant
<b>Location Work base:</b>	M1, Vicinity of Junction 27
<b>Job Role /Purpose:</b>	To provide internship support and project work across a range of EMSOU departments. Specific roles and departments will be identified in the associated job advert. As part of this role you will be subject to MV & SC Vetting. To support this, you will need 5 years continuous residency in the UK.

**Equality and Diversity** 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**

##### **Knowledge/ Education (including qualifications):**

- To be enrolled in an undergraduate degree, having successfully completed the first two years of study and with full support of your university for a placement / year in industry
- Relevant disciplines may include, but are not limited to – Business Studies; Criminology; Psychology; Journalism; Media Studies; Marketing; Communications; English; Creative Writing; Accounting; Finance; Human Resources Management; Computer Science; Cyber Security; Data Science; Electrical/Mechanical Engineering; Radio Frequency Engineering; Physics; Forensic Sciences; Photography; Digital Media etc.

##### **Experience:**

- Have an ability to problem solve, understanding issues, planning approaches and testing / recording results and inferences
- Experience of delivering written reports and verbal briefings, outlining risks, findings, results and recommendation

## POLICE – STAFF

- Have an ability to work effectively as part of a team, but also independently and using your own initiative

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

- Have high levels of creativity and flexibility in approach, with a strong sense of personal responsibility
- Be able to make effective decisions, considering multiple factors and understand the consequences of decisions
- Have the ability to manage time effectively and prioritise workloads and tasks
- Have a commitment to evidence-based policing and using research to help improve approaches to Pursue, Protect, Prevent and Prepare activity
- Show respect for other people's views and an awareness of equality and diversity issues

### **Special Skills:**

- Have strong IT skills with current knowledge of Microsoft Office products, and the use of technology such as search engines in researching problems and identifying solutions for testing
- Additional special skills may be listed on each specific advert, where required

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

## **Desirable Criteria**

### **Experience:**

- Experience of working in an environment where data protection and information security / confidentiality are paramount

### **Knowledge/ Education (including qualifications):**

- Have an in-depth knowledge of a relevant area of study (please see specific job advert for the areas currently being advertise
- Have a practical understanding of research methods (scientific or social scientific depending on specific area advertised), experimental design and hypothesis testing

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

## **Core Responsibilities/ Accountabilities**

### **Operational:**

Work within a law enforcement environment whilst developing applied research and investigation skills Assist in the collation, interpretation and reporting of information to both internal and external stakeholders Design, implement and report on specific projects identified to support placement departments

Support EMSOU through the introduction of new ideas, academic approaches, ways of working and technologies that can advance our understanding of crime, our responses to criminal activity, and drive organisational efficiency and effectiveness

**Communication:**

Communicate with other researchers, law enforcement professionals, and external partners to ensure that customer requirement is understood and any results are concisely conveyed in a way that non-specialists can understand their impact.

Produce comprehensive written reports as necessary, documenting background research and methodology in addition to providing structured and clear recommendations / conclusions.

Use a range of media to provide briefings / briefing packs as required.

**Administration:**

Maintain accurate and appropriate records in relation to organisational policy and procedure in respect of working hours, sickness, annual leave, personal development, training, etc.

Maintain full operational records which can be audited by both internal and external reviewers, adhering to relevant legislation and policies on data protection, disclosure, and confidentiality.

Undertake continuous professional development ensuring current knowledge of the latest developments, issues, techniques, and products, including awareness of relevant legislation.

Maintain information security in line with national and organisational policies and procedures during and after the placement period.

**General:**

Undertake such other duties commensurate with the post as may be required for the safe & effective performance of the job. This role description should develop along with changing demands of policing reflected in organisational objectives and priorities.

The post-holder will be required to be security cleared to SC/MV level prior to starting in post.

Successful applicants may be required to undertake routine drug and alcohol testing in line with policy whilst employed at EMSOU.

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**Personal Values /Competencies**

The competency and values framework set 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

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:**

- Management Vetting (MV)
- Security Vetting (SC)

Please note due to the nature of these checks you are required to have 5 years continuous residency in the UK.

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