



Job Description

Protect Officer (Proactive Economic Crime Team)

Post Number:	XS702
Grade /Scale:	SO1 (£30,420- £32,394)
Weekly Hours:	37 hours (Full time)
Department:	EMSOU Criminal Finance
Status:	Established
Responsible To:	PECT DS/ Equivalent line manager
Location Work base:	Agile working permitted/ Northampton HQ/ East Midlands region.
Job Role /Purpose:	<p>Our Protect Officers work with force safeguarding practitioners, media teams, the National Fraud Intelligence Bureau and other national partners and programmes to promote and co-ordinate an East Midlands regional approach to safeguarding fraud victims and preventing re-victimisation.</p> <p>Working across and engaging with the five regional forces to support the DS Regional Fraud Development Officer in identifying and sharing best practice and supporting practitioners to deliver campaigns and measures to protect them from the harm of economic crime.</p> <p>Due to the nature of security checks required you must have 5 years continuous residency in the UK.</p>
Health and Safety:	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.
Contacts:	Members of the public, officers and staff employees of UK law enforcement agencies, employees of the criminal justice system, financial institutions, employees of government agencies
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

Knowledge of Fraud and fraud methodologies with an understanding of the challenges faced working in the cyber and digital environment, including the current and upcoming threats in the fraud arena and the benefits of managing these threats effectively.

A proficient IT user with the ability to quickly adapt to new systems and processes.

Work Experience:

Experience of working within legal frameworks and policy driven environments, with the ability to understand detailed technical procedures, projects and policies.

Experience of working in partnership with other individuals, organisations and stakeholders to meet common objectives, with an ability to engage and manage relationships with multi- agency partners or similar public or corporate stakeholder dependencies, based on an ethos of mutual respect, equality and diversity.

Personal / Interpersonal Skills, Aptitudes:

To be able to receive strategic direction and develop that into specific coordinated operational activity.

Must have strong interpersonal skills supported by a high standard of communication skills, both verbal and written, including an ability to convey technical matters to a technical and non-technical audience as part of panel membership, presenting and exercising.

Take ownership for resolving problems, demonstrating courage and resilience in dealing with difficult situations and have the ability to work under pressure, prioritising workloads and working to tight timescales within an ever-changing environment.

Creative and innovative when developing campaigns, initiatives, materials and resources.

Ability to work with minimal supervision throughout the East Midlands Region and lead on initiatives or projects.

Ability to continually develop knowledge and understanding of cybercrime by effective use of the intelligence and information assets made available to you, attendance at training, conferences and seminars and providing core and competent membership at the relevant panels and forums.

Special Skills:

Must hold a full current valid driving licence, be willing to undertake and pass a force test in order to use force fleet vehicles and have a car available for work purposes – reasonable adjustments will be considered for candidates who because of disabilities cannot meet this requirement.

Must hold a current valid passport to facilitate travel between the UK and other countries.

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

Desirable Criteria

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

Knowledge/ Education (including qualifications):

Additional academic or industry standard qualifications in finance, fraud or money laundering.

Knowledge of relevant legislation such as the Computer Misuse Act as well as those offences associated with the commission of serious organised crime.

Work Experience:

Experience of liaison with the media and dealing with marketing and publicity.

Experience / understanding of neurodiversity.

Experience of working in support of any discipline under the 4P strands of the Serious and Organised Crime Strategy.

Personal / Interpersonal Skills, Aptitudes:

Understands the issues around commercial confidentiality and sensitivity.

Experience in developing material/resources/processes for large scale campaigns.

Special Skills:

Have prior experiences or qualifications that encompass the psychology of behaviour change.

Has previously managed performance in a corporate or public sector environment.

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

Core Responsibilities/ Accountabilities

Operational:

To design measures and implement tactics to reduce the ability of offenders to commit fraud offences in the East Midlands region through actively managing awareness, information sharing and promoting preventative measures, engaging with individuals and businesses to enable them to protect themselves and engage with, and coordinate fraud protect messaging across the 5 EMSOU Forces.

Play a key role in driving Fraud Protect related projects and initiatives within the ROCU and East Midlands region.

Build and maintain effective working relations with stakeholders and to co-ordinate partnership working to ensure an effective joint response to Fraud within the Eastern Region.

Support national protect activity coordinated by national law enforcement agencies such as the CoLP and NCA (NECC).

Maintain and actively update your knowledge of developments within the field of Fraud and gather and analyse intelligence in order to present options and recommendations for consideration that will support effective performance and planning within the Eastern Region

To promote CPD (training) events to develop the skills, knowledge and qualifications of all staff involved in safeguarding victims of economic crime.

Contribute to an enhanced threat picture by reducing levels of underreporting and encouraging a two-way intelligence flow between industry, forces and the ROCU.

Engage with and provide protect advice to individuals, the public and private sectors to influence

behaviour to increase their resilience to fraud threats and risks.

Undertake general awareness activity to empower individuals to protect themselves, reduce repeat victimisation and sign post support to those who are vulnerable in their region.

Work in partnership with SIOs/OICs (senior investigating officer/Officer in the case) to develop protect strategies based upon evidence from on-going investigations and establish 'lessons learnt' for sharing across the protect network.

Produce evidenced based regional protect delivery plans for intelligence led protect activities in line with national strategic and local regional objectives.

Conduct reviews of the effectiveness of local protect strategies and protection advice.

Understand the threat picture by using all information and intelligence resources at your disposal. Sit on and contribute to the relevant situational awareness calls, panels, workshops and forums to advance your knowledge and that of others. Address regional priorities taking into account identified threats nationally, regionally and locally.

Promote; nationally derived materials, activities and campaigns from our national lead agencies and support our primary cybercrime and fraud reporting mechanisms.

Identify and build collaborative partnerships with local industry, trade organisations, cyber security experts, education, voluntary sector, law enforcement, public forums and partner agencies to promote, and benefit from Protect messaging to further develop our collective fraud capabilities, reducing the threat we face as a community.

Provide a proactive and reactive (tasked) networked resilience to emerging or current fraud risk and threat. To work within an evidenced based, legal and policy driven framework, to mutually agreed communication strategies as part of an established programme in national, regional and local areas.

Work closely with and support local force ECU officers and staff with events and initiatives, build intelligence and identify opportunities to develop fraud resilience across the region. Gather and submit intelligence in line with national intelligence requirements. Share best practice identified with stakeholders minimising the risk of harm and ensuring that future criminal opportunities are minimised and crime is reduced.

Design, develop and present materials / exercise content at host or guest events for the private, law enforcement and public sectors.

Provide government approved, consistent and detailed Protect advice to individuals, public and private sectors, identify vulnerabilities and influence behaviour to increase their resilience to fraud threats and risks.

Conduct reviews of the effectiveness and performance of our local and regional protect activity and submit to management and national leads, providing the necessary comment and interpretation.

Support fraud investigations, engage with reporting persons to prevent repeat victimisation.

Management/Leadership:

No prior management experience is required but leadership skills need to be evidenced. The ability to influence, motivate, and enable others in a team is key to delivering our objectives.

Communication:

To establish and maintain professional relationships with partner agencies to enhance communication and dissemination of information.

Prepare planned events and brief reports when completed identifying key learning from them to improve future endeavours.

Ability to absorb technical information and relay it to a non-technical audience.

Deliver fraud presentations to public, private, LEA and voluntary organisations within the region. To empower organisations and individuals to protect themselves and increase their resilience to the threat of fraud.

Deliver general fraud advice to victims with the aim of preventing repeat victimisation and sign post them to appropriate resources and materials.

Administration:

Maintain standards of professional practice - Ensure your behaviour complies with the organisational values and organise your work effectively to meet the demands of your role.

Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisations aims and objectives.

Make the best use of technology in support of your role.

Professionally represent the department at both internal and external meetings and conferences.

To safeguard all sensitive information and material encountered during the course of employment.

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. Comply with Health and Safety legislation – Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times. Undertake Continual Professional Development to maintain financial accreditation.

Other:

Although the post location is Northampton Police HQ, EMSOU supports an agile working policy which allows for flexibility in terms of working at different stations or from home. This post will require travel into all of the 5 regional forces so the applicant will need to be flexible and manage their diary accordingly to ensure they work efficiently. The post holder may be required to work at various locations throughout the East Midlands dependant on operational necessity.

At times the role will require the post-holder to work at locations outside the East Midlands region.

The post-holder will be required to be security cleared to SC and MV level. (If SC and MV clearance is not held at the time of appointment, the appointment will be subject to successful application of this level of clearance).

Whilst the post holder will be appointed specifically to this post, it may be necessary on occasion to carry out the same level of work in other sections requiring similar skills. To undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. This role description should develop along with

changing demands of policing reflected in Force objectives and priorities.

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

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

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)