



LAW ENFORCEMENT

DIGITAL SAFETY DEVELOPMENT OFFICER (PILOT PROJECT)

HOME SUPPORT STAFF 14-16

JOB DESCRIPTION

JOB SUMMARY:

The Digital Safety Development Officer ("DSDO") will be responsible for contributing to the delivery and development of the digital inclusion and safeguarding agenda as part of the Cyber Guernsey strategy within the Bailiwick of Guernsey.

As part of the partnership approach of both the High Tech Crime Unit and the Police Neighbourhood Policing Team, the postholder will develop an outreach programme of face-to-face and virtual support and training to children and adults through educational settings and relevant stakeholder groups to promote, educate and support the Guernsey community to live and learn in a safe online environment without being drawn into inappropriate or criminal activity.

The DSDO will create and deliver learning experiences, tools and resources including CPD programmes to increase awareness and empower people of all ages to gain an understanding of online safety and security and therefore reducing crime and vulnerability.

The postholder will be required to undertake work-streams relating directly to driving digital safety and security as well as inclusion, working alongside local Government bodies, commissioned services, commercial partners and support agencies. They will work across all relevant sectors, developing training plans, events and virtual support programmes, identifying new development opportunities and innovative solutions to improve online safety and security.

RELATIONSHIPS:

The DSDO will report to the Police Sergeant responsible for the High Tech Crime Unit. They will be an integral part of the Cyber Guernsey strategy helping to deliver the community objectives working closely with external parties like the Digital Greenhouse Project, the PSHCE advisory team and education development officers in Education and will have regular contact with third sector parties, professional bodies, and various other support agencies.

MAIN DUTIES AND RESPONSIBILITIES:

- To establish a process and develop best practice models for delivery of an online safety and digital inclusion programme accessible for all schools and settings which include a 'train the trainer' approach.

- Undertake market research, evaluating toolsets and processes, with a focus on positive outcomes for all young people.
- To be a member of the Online Safety Group (as a subgroup of the ISCP).
- Focus on the prevention of crime and anti-social behaviour through the promotion of responsible use of technologies.
- Develop a programme of skill and knowledge development for adults; delivering training, leveraging industry and third-sector partnerships.
- To manage and coordinate a schedule of events and activities relating to delivery of the above.
- To support external parties across the wider community as a subject matter expert of online safety and security, providing training and support.
- To coordinate the development and delivery of digital inclusion projects through the Digital Greenhouse and the Education CPD Team, including assisting in the delivery of key annual community events.
- To define and apply measures to track improvements in provision for online safety for young people and the knowledge and skills underpinning, measuring real-world impact, co-constructing and defining the metrics for success.
- Liaise with the Education office, the ICSP, appropriate bodies and external stakeholders on links with operational policy and the Bailiwick Curriculum to support the delivery of the digital inclusion agenda.

KEY CRITERIA:

ESSENTIAL

1. Proven experience of the development and delivery of learning and training programmes or workshops.
2. Thorough subject matter knowledge with a good understanding of Cyber Security risks and online safety and security best practices for all ages.
3. Excellent communication and interpersonal skills, with the ability to work collaboratively, including the use of technology, to engage a wide range of individuals, and private and third-party sector organisations.
4. Excellent organisational skills, with the ability to work to tight deadlines and to contribute to a variety of projects simultaneously.
5. Proven ability to analyse information, data sets and report on findings.
6. Self-motivated with the ability and aptitude to work under one's own initiative, taking responsibility for the delivery of delegated tasks and projects, evidencing a proactive and flexible approach, and to accommodate occasional out of hours work.
7. Ability to contribute to the effective functioning of a team and provide clear direction to others.
8. Willingness to attend safeguarding training and other training as required.

DESIRABLE

9. A good working knowledge of the States of Guernsey Education and Law Enforcement objectives as part of service delivery across the Bailiwick.
10. A formal educational qualification.

KEY COMPETENCIES:

On appointment, the post holder should be operating at Level 2 of the States of Guernsey Competency Framework, progressing to Level 3 with service.

Leadership

- Develop understanding of how own and team's work supports the organisation's priorities and providing services to the community.
- Take an active interest in expanding their knowledge of areas related to own role.
- Conduct regular reviews of what and who is needed to make a project / activity successful and make on-going improvements.
- Speak with the relevant people in order to obtain the most accurate information and get advice when unsure of how to proceed.

Teamwork

- Display enthusiasm around goals and activities – adopting a positive approach when interacting with others.
- Demonstrate interest in others and develop a range of contacts outside own team to help get the job done.
- Readily identify opportunities to share knowledge, information and learning and make progress by working with colleagues.
- Take responsibility for the quality of own work and seeking opportunities for improvement through continuous learning.
- Encourage and be open to developmental feedback from others.

Accountability

- Keep internal teams, customers and delivery partners fully informed of plans and possibilities.
- Be interested and positive about what they and the team are trying to achieve.
- Remain positive and focused on achieving outcomes despite setbacks.
- Set and achieve challenging goals and monitor quality.
- Understand that all actions have a cost and choose the most effective way to do something in a resource efficient way.