

Title	DDaT Cyber Security Engineer (Associate)
Id	ID01490
Department / Division	Org Support - Technology Services
Description	Engineers are expected to deliver specialist 3rd line support for all core infrastructure and design of new infrastructure solutions and monitoring overall system performance.
Job Status	To be evaluated from job description
Benchmark	
Slotted	
Date	20-03-2024
Questionnaire State	Completed - Unverified
Job Owner	Admin Role
Job Last Modified By	
Date Job Last Modified	20-03-2024
Knowledge	7
Communication	6
Mental Demands	7
Impact And Contribution	6
Accountability For People	5
Accountability For Resources	2
Work Environment	1
Unweighted Score	1,173.00
Score	1404.81
Grade	H

Knowledge

The jobholder does require knowledge of the strategy, policy and procedure of the organisation.

The jobholders relevant internal knowledge areas are as follows:

- | | |
|---|--------------|
| • Knowledge of policy/section | C: Comp. |
| • Knowledge of policy/1+ section | C: Comp. |
| • Knowledge of policy/unit | C: Comp. |
| • Knowledge of policy/department/division | W: Working |
| • Knowledge of policy/force | W: Working |
| • Knowledge of strategy/section | C: Comp. |
| • Knowledge of strategy/1+ sections | C: Comp. |
| • Knowledge of strategy/unit | C: Comp. |
| • Knowledge of strategy/dept/division | W: Working |
| • Knowledge of strategy/force | A: Awareness |

The jobholder requires external knowledge.

The jobholders relevant external knowledge areas are as follows:

- | | |
|-------------------------------------|------------|
| • Knowledge of external issues - I | W: Working |
| • Knowledge of external issues - II | W: Working |

The jobholder requires technical, specialist or professional knowledge.

The jobholders specialist knowledge areas are as follows:

- | | |
|------------------------------|------------------|
| • Knowledge/unit | C: Comprehensive |
| • Knowledge/2+ units | C: Comprehensive |
| • Knowledge/dept/division | C: Comprehensive |
| • Knowledge/2+ dept/division | W: Working |

The jobholder requires IT skills.

The jobholder requires IT skills in the following areas:

- | | |
|---------------------------------|-------------|
| • 1 standard application | A: Advanced |
| • 1 specialist application | A: Advanced |
| • 1 spec. or police application | A: Advanced |
| • 2+ standard applications | A: Advanced |
| • 2+ specialist application | A: Advanced |

- 2+ spec. or police applications A: Advanced

The jobholder requires practical skills.

The other practical skills areas required by the jobholder are as follows:

- Driving skills B: Basic

The jobholder requires qualifications.

The level of qualification required by the position is as follows:

- Level E Qualification

The jobholder is required to update knowledge to maintain competence in the job.

The type of updating of knowledge/skills by the jobholder is as follows:

- Course Attendance (exc one-off joining) O: Occasional
- CPD C: Continuous

Communication

The contacts and relationships required by the jobholder are as follows:

- Colleagues - other departments F: Frequent
- Network - own profession/specialism P: Periodic
- Network - other profession/specialism O: Occasion
- Senior command - own force F: Frequent

The jobholder's verbal and interpersonal communication is as follows:

- Exchange of information F: Frequent
- Exchange of more complex information F: Frequent
- Formal presentation O: Occasion
- Team briefing or de-briefing F: Frequent
- Facilitation O: Occasion
- Briefing/advising F: Frequent
- Interviewing O: Occasion
- Persuading/influencing F: Frequent

The jobholder is required to produce the following written communication:

- Non-standard documents/reports P: Periodic
- Original documents/reports O: Occasion

The jobholder does have specific communication skills in order to meet the requirements of the job.

Other communication skills required by the jobholder includes the following:

- Customising language/style of comm F: Frequent

Mental Demands

The jobholder's pattern of work is as follows:

- Sometimes

The jobholder's self management is as follows:

- Periodic review 1: 0-25%
- Consultative 3: 51-75%

The jobholder's predictability of deadlines is as follows:

- Deadlines can be variable, and may not follow a general timetable or pattern

The jobholder's nature of changes in priority caused by known/unknown deadlines is as follows:

- Minor changes in priority D: Daily
- Moderate changes in priority M: Monthly
- Significant changes in priority M: Monthly
- Major changes in priority O: Occasion

The jobholder is required to analyse information received or situations encountered.

The jobholder is required to analyse information as follows:

- Basic researching/gathering/collating 2: Moderate
- Original research 2: Moderate
- Exercising professional judgement 1: Minor

The jobholder is required to interpret information.

Level of interpretation required by the jobholder in using the information is as follows:

- Policy and procedural information S: Standard

- Specialist job related information S: Standard
- Strategic information S: Standard

The jobholder is required to be creative, think innovatively or resolve problems.

Innovation and problem solving required by the jobholder is as follows:

- Pragmatic 2: Moderate
- Creative 2: Moderate

Impact and Contribution

The jobholders area of impact is as follows:

- Operational impact
- Financial impact

The jobholders extent of impact in the previous question is as follows:

- Operational impact 3: Significant
- Financial impact 2: Moderate

The range of impact required by the jobholder is as follows:

- Operational impact F: Force
- Financial impact D: Division

The jobholder is required to plan ahead.

The type and extent of planning required by the jobholder is as follows:

- Operational/organisational S: Section
- Short term planning S: Section
- Medium term planning U: Unit
- Long term planning U: Unit

Accountability for People

The jobholder does not have direct supervision/management responsibility for staff.

The jobholder does have indirect supervision/management responsibilities for staff.

Number of staff indirectly managed (FTEs) by the jobholder is as follows:

- 1-5
- 2: 2+ spec

The jobholder does have responsibilities in the areas of recruitment, promotion and remuneration of people..

Nature of responsibility for recruitment, promotion and remuneration activities is as follows:

- Recruitment
- C: Cont.

The jobholder does have formal responsibilities for people management. The staff concerned may be directly or indirectly managed.

Nature of other people management activities is as follows:

- Delegating/allocating work
- Co-ordinating activities/team leading
- Mentoring/coaching/on-the-job training
- Providing professional advice/guidance
- Identifying training needs
- Appraising/monitoring quality and output

The jobholder does have shared or sole accountability for meeting agreed performance targets.

Accountability for performance against defined work output targets is as follows:

- Shared responsibility
- U: Unit
- Sole accountability
- S: Section

Accountability for performance against internal service level agreements is as follows:

- Shared responsibility
- U: Unit
- Sole accountability
- S: Section

Accountability for performance against external service level agreements is as follows:

- Shared responsibility
- N: N/A
- Sole accountability
- N: N/A

Accountability for performance of contracts is as follows:

- Shared responsibility
- 1: N/A
- Sole accountability
- 1: N/A

Accountability for Resources

The jobholder is not accountable for financial management.

The jobholder is accountable for management of resources.

Accountability for stock and equipment is as follows:

- | | |
|------------------------------------|------------|
| • Allocation/security/safe storage | S: Section |
| • Defining specification | N: N/A |
| • Approving specification | N: N/A |
| • Overall accountability | N: N/A |

Accountability for buildings and estates is as follows:

- | | |
|-----------------------------------|--------|
| • Allocation/security/maintenance | N: N/A |
| • Defining specification | N: N/A |
| • Approving specification | N: N/A |
| • Overall accountability | N: N/A |

Accountability for vehicles is as follows:

- | | |
|------------------------------------|--------|
| • Allocation/security/safe storage | N: N/A |
| • Defining specification | N: N/A |
| • Approving specification | N: N/A |
| • Overall accountability | N: N/A |

Accountability for systems is as follows:

- | | |
|------------------------------------|--------|
| • Allocation/security/safe storage | N: N/A |
| • Defining specification | N: N/A |
| • Approving specification | N: N/A |
| • Overall accountability | N: N/A |

Work Environment

The jobholder is not required to work in different environments.

The jobholder is not required to work in special conditions.

The jobholder is not required to work outdoors.

The job which the jobholder undertakes does not demand a level of physical activity.

Produced by Staffordshire Police for FOI 17818

Title	DDaT Cyber Security Engineer (Senior)
Id	ID01497
Department / Division	Org Support - Technology Services
Description	Working in a team of engineers, a senior Cyber Security engineer builds, administers, supports and maintains solutions as directed and according to departmental policy. At this role level, you will: ensure services are integrated, delivered and operated as required work with and support third parties in providing infrastructure services work with technical architects to translate architectural designs into operations provide input into overall management - workforce, budget, technology roadmaps, projects and tasks lead and direct infrastructure specialist teams in building, managing, supporting and maintaining solutions according to departmental policy
Job Status	To be evaluated from job description
Benchmark	
Slotted	
Date	20-03-2024
Questionnaire State	Completed - Unverified
Job Owner	Admin Role
Job Last Modified By	
Date Job Last Modified	20-03-2024
Knowledge	7
Communication	6
Mental Demands	8

Impact And Contribution	6
Accountability For People	7
Accountability For Resources	6
Work Environment	1
Unweighted Score	1,501.00
Score	1706.43
Grade	J

Produced by Staffordshire Police for FOI 17818

Knowledge

The jobholder does require knowledge of the strategy, policy and procedure of the organisation.

The jobholders relevant internal knowledge areas are as follows:

- | | |
|---|--------------|
| • Knowledge of policy/section | E: Expert |
| • Knowledge of policy/1+ section | E: Expert |
| • Knowledge of policy/unit | E: Expert |
| • Knowledge of policy/department/division | C: Comp. |
| • Knowledge of policy/force | W: Working |
| • Knowledge of strategy/section | E: Expert |
| • Knowledge of strategy/1+ sections | E: Expert |
| • Knowledge of strategy/unit | C: Comp. |
| • Knowledge of strategy/dept/division | W: Working |
| • Knowledge of strategy/force | A: Awareness |

The jobholder requires external knowledge.

The jobholders relevant external knowledge areas are as follows:

- | | |
|-------------------------------------|------------|
| • Knowledge of external issues - I | C: Comp. |
| • Knowledge of external issues - II | W: Working |

The jobholder requires technical, specialist or professional knowledge.

The jobholders specialist knowledge areas are as follows:

- | | |
|------------------------------|------------------|
| • Knowledge/section | E: Expert |
| • Knowledge/2+ sections | E: Expert |
| • Knowledge/unit | E: Expert |
| • Knowledge/2+ units | C: Comprehensive |
| • Knowledge/dept/division | C: Comprehensive |
| • Knowledge/2+ dept/division | W: Working |

The jobholder requires IT skills.

The jobholder requires IT skills in the following areas:

- | | |
|-----------------------------------|-------------|
| • 2+ standard applications | A: Advanced |
| • 2+ specialist application | A: Advanced |
| • 2+ spec. or police applications | A: Advanced |

The jobholder requires practical skills.

The other practical skills areas required by the jobholder are as follows:

- Driving skills B: Basic

The jobholder requires qualifications.

The level of qualification required by the position is as follows:

- Level E Qualification

The jobholder is required to update knowledge to maintain competence in the job.

The type of updating of knowledge/skills by the jobholder is as follows:

- Course Attendance (exc one-off joining) O: Occasional
- CPD C: Continuous

Communication

The contacts and relationships required by the jobholder are as follows:

- Colleagues - other departments F: Frequent
- External bodies O: Occasion
- Network - own profession/specialism P: Periodic
- Network - other profession/specialism O: Occasion
- Senior command - own force F: Frequent
- Senior command - other forces P: Periodic

The jobholder's verbal and interpersonal communication is as follows:

- Exchange of information F: Frequent
- Exchange of more complex information F: Frequent
- Formal presentation O: Occasion
- Team briefing or de-briefing F: Frequent
- Facilitation O: Occasion
- Briefing/advising F: Frequent
- Interviewing O: Occasion
- Persuading/influencing F: Frequent
- Negotiation F: Frequent

The jobholder is required to produce the following written communication:

- | | |
|----------------------------------|-------------|
| • Standard documents/reports | F: Frequent |
| • Non-standard documents/reports | F: Frequent |
| • Original documents/reports | F: Frequent |

The jobholder does have specific communication skills in order to meet the requirements of the job.

Other communication skills required by the jobholder includes the following:

- | | |
|--------------------------------------|-------------|
| • Customising language/style of comm | F: Frequent |
| • Exercising tact and diplomacy | O: Occasion |

Mental Demands

The jobholder's pattern of work is as follows:

- Sometimes

The jobholder's self management is as follows:

- | | |
|----------------|------------|
| • Consultative | 4: 76-100% |
|----------------|------------|

The jobholder's predictability of deadlines is as follows:

- Deadlines can be variable, and may not follow a general timetable or pattern

The jobholder's nature of changes in priority caused by known/unknown deadlines is as follows:

- | | |
|-----------------------------------|-------------|
| • Minor changes in priority | D: Daily |
| • Moderate changes in priority | M: Monthly |
| • Significant changes in priority | M: Monthly |
| • Major changes in priority | O: Occasion |

The jobholder is required to analyse information received or situations encountered.

The jobholder is required to analyse information as follows:

- | | |
|---|-------------|
| • Basic researching/gathering/collating | 2: Moderate |
| • Original research | 3: Major |
| • Exercising professional judgement | 3: Major |

The jobholder is required to interpret information.

Level of interpretation required by the jobholder in using the information is as follows:

- | | |
|--------------------------------------|----------------|
| • Policy and procedural information | C: Conflicting |
| • Specialist job related information | X: Complex |
| • Strategic information | S: Standard |

The jobholder is required to be creative, think innovatively or resolve problems.

Innovation and problem solving required by the jobholder is as follows:

- | | |
|-------------|-------------|
| • Pragmatic | 2: Moderate |
| • Creative | 2: Moderate |

Impact and Contribution

The jobholders area of impact is as follows:

- Human Resource impact
- Operational impact
- Financial impact

The jobholders extent of impact in the previous question is as follows:

- | | |
|-------------------------|----------------|
| • Human Resource impact | 2: Moderate |
| • Operational impact | 3: Significant |
| • Financial impact | 2: Moderate |

The range of impact required by the jobholder is as follows:

- | | |
|-------------------------|-------------|
| • Human Resource impact | U: Unit |
| • Operational impact | F: Force |
| • Financial impact | D: Division |

The jobholder is required to plan ahead.

The type and extent of planning required by the jobholder is as follows:

- | | |
|------------------------------|------------|
| • Operational/organisational | S: Section |
| • Short term planning | S: Section |
| • Medium term planning | U: Unit |
| • Long term planning | U: Unit |

Accountability for People

The jobholder does have direct supervision/management responsibility for staff.

Number of staff directly managed (FTEs) by the jobholder is as follows:

- 1-5
- 2: 2+ spec

The jobholder does have indirect supervision/management responsibilities for staff.

Number of staff indirectly managed (FTEs) by the jobholder is as follows:

- 6-10
- 2: 2+ spec

The jobholder does have responsibilities in the areas of recruitment, promotion and remuneration of people..

Nature of responsibility for recruitment, promotion and remuneration activities is as follows:

- Recruitment
 - Promotion
 - Remuneration awards
- R: Recommend
R: Recommend
R: Recommend

The jobholder does have formal responsibilities for people management. The staff concerned may be directly or indirectly managed.

Nature of other people management activities is as follows:

- Delegating/allocating work
- Co-ordinating activities/team leading
- Mentoring/coaching/on-the-job training
- Providing professional advice/guidance
- Identifying training needs
- Appraising/monitoring quality and output
- Staff deployment
- Grievance and dispute handling
- Discipline stage 1

The jobholder does have shared or sole accountability for meeting agreed performance targets.

Accountability for performance against defined work output targets is as follows:

- Shared responsibility
- U: Unit

- Sole accountability S: Section

Accountability for performance against internal service level agreements is as follows:

- Shared responsibility U: Unit
- Sole accountability S: Section

Accountability for performance against external service level agreements is as follows:

- Shared responsibility N: N/A
- Sole accountability N: N/A

Accountability for performance of contracts is as follows:

- Shared responsibility 1: N/A
- Sole accountability 1: N/A

Accountability for Resources

The jobholder is not accountable for financial management.

The jobholder is accountable for management of resources.

Accountability for stock and equipment is as follows:

- Allocation/security/safe storage S: Section
- Defining specification N: N/A
- Approving specification N: N/A
- Overall accountability N: N/A

Accountability for buildings and estates is as follows:

- Allocation/security/maintenance N: N/A
- Defining specification N: N/A
- Approving specification N: N/A
- Overall accountability N: N/A

Accountability for vehicles is as follows:

- Allocation/security/safe storage N: N/A
- Defining specification N: N/A
- Approving specification N: N/A
- Overall accountability N: N/A

Accountability for systems is as follows:

- | | |
|------------------------------------|------------|
| • Allocation/security/safe storage | N: N/A |
| • Defining specification | F: Force |
| • Approving specification | S: Section |
| • Overall accountability | N: N/A |

Work Environment

The jobholder is not required to work in different environments.

The jobholder is not required to work in special conditions.

The jobholder is not required to work outdoors.

The job which the jobholder undertakes does not demand a level of physical activity.

Title	DDaT Cyber Security Engineer
Id	ID01494
Department / Division	Org Support - Technology Services
Description	Working in a team of engineers, engineer builds, administers, supports and maintains solutions as directed and according to departmental policy. At this role level, you will: ensure services are integrated, delivered and operated as required work with and support third parties in providing network services work with technical architects to translate architectural designs into operations provide input into overall management - workforce, budget, technology roadmaps, projects and tasks lead and direct specialist infrastructure engineer teams in building, managing, supporting and maintaining solutions according to departmental policy
Job Status	To be evaluated from job description
Benchmark	
Slotted	
Date	20-03-2024
Questionnaire State	Completed - Unverified
Job Owner	Admin Role
Job Last Modified By	
Date Job Last Modified	20-03-2024
Knowledge	7
Communication	6
Mental Demands	8
Impact And Contribution	6
Accountability For People	6
Accountability For Resources	6
Work Environment	1
Unweighted Score	1,436.00

Score	1618.68
Grade	I

Produced by Staffordshire Police for FOI 17818

Knowledge

The jobholder does require knowledge of the strategy, policy and procedure of the organisation.

The jobholders relevant internal knowledge areas are as follows:

- | | |
|---|--------------|
| • Knowledge of policy/section | E: Expert |
| • Knowledge of policy/1+ section | E: Expert |
| • Knowledge of policy/unit | E: Expert |
| • Knowledge of policy/department/division | C: Comp. |
| • Knowledge of policy/force | W: Working |
| • Knowledge of strategy/1+ sections | E: Expert |
| • Knowledge of strategy/unit | C: Comp. |
| • Knowledge of strategy/dept/division | W: Working |
| • Knowledge of strategy/force | A: Awareness |

The jobholder requires external knowledge.

The jobholders relevant external knowledge areas are as follows:

- | | |
|-------------------------------------|------------|
| • Knowledge of external issues - I | C: Comp. |
| • Knowledge of external issues - II | W: Working |

The jobholder requires technical, specialist or professional knowledge.

The jobholders specialist knowledge areas are as follows:

- | | |
|------------------------------|------------------|
| • Knowledge/section | E: Expert |
| • Knowledge/2+ sections | E: Expert |
| • Knowledge/unit | E: Expert |
| • Knowledge/2+ units | C: Comprehensive |
| • Knowledge/dept/division | C: Comprehensive |
| • Knowledge/2+ dept/division | W: Working |

The jobholder requires IT skills.

The jobholder requires IT skills in the following areas:

- | | |
|-----------------------------------|-------------|
| • 2+ standard applications | A: Advanced |
| • 2+ specialist application | A: Advanced |
| • 2+ spec. or police applications | A: Advanced |

The jobholder requires practical skills.

The other practical skills areas required by the jobholder are as follows:

- Driving skills B: Basic

The jobholder requires qualifications.

The level of qualification required by the position is as follows:

- Level E Qualification

The jobholder is required to update knowledge to maintain competence in the job.

The type of updating of knowledge/skills by the jobholder is as follows:

- Course Attendance (exc one-off joining) O: Occasional
- CPD C: Continuous

Communication

The contacts and relationships required by the jobholder are as follows:

- Colleagues - other departments F: Frequent
- External bodies O: Occasion
- Network - own profession/specialism P: Periodic
- Network - other profession/specialism O: Occasion
- Senior command - own force F: Frequent
- Senior command - other forces O: Occasion

The jobholder's verbal and interpersonal communication is as follows:

- Exchange of information F: Frequent
- Exchange of more complex information F: Frequent
- Formal presentation O: Occasion
- Team briefing or de-briefing F: Frequent
- Facilitation O: Occasion
- Briefing/advising F: Frequent
- Interviewing O: Occasion
- Persuading/influencing F: Frequent
- Negotiation F: Frequent

The jobholder is required to produce the following written communication:

- | | |
|----------------------------------|-------------|
| • Standard documents/reports | F: Frequent |
| • Non-standard documents/reports | F: Frequent |
| • Original documents/reports | F: Frequent |

The jobholder does have specific communication skills in order to meet the requirements of the job.

Other communication skills required by the jobholder includes the following:

- | | |
|--------------------------------------|-------------|
| • Customising language/style of comm | F: Frequent |
| • Exercising tact and diplomacy | O: Occasion |

Mental Demands

The jobholder's pattern of work is as follows:

- Sometimes

The jobholder's self management is as follows:

- | | |
|----------------|------------|
| • Consultative | 4: 76-100% |
|----------------|------------|

The jobholder's predictability of deadlines is as follows:

- Deadlines can be variable, and may not follow a general timetable or pattern

The jobholder's nature of changes in priority caused by known/unknown deadlines is as follows:

- | | |
|-----------------------------------|-------------|
| • Minor changes in priority | D: Daily |
| • Moderate changes in priority | M: Monthly |
| • Significant changes in priority | M: Monthly |
| • Major changes in priority | O: Occasion |

The jobholder is required to analyse information received or situations encountered.

The jobholder is required to analyse information as follows:

- | | |
|---|----------|
| • Basic researching/gathering/collating | 1: Minor |
| • Original research | 3: Major |
| • Exercising professional judgement | 3: Major |

The jobholder is required to interpret information.

Level of interpretation required by the jobholder in using the information is as follows:

- | | |
|--------------------------------------|----------------|
| • Policy and procedural information | C: Conflicting |
| • Specialist job related information | X: Complex |
| • Strategic information | S: Standard |

The jobholder is required to be creative, think innovatively or resolve problems.

Innovation and problem solving required by the jobholder is as follows:

- | | |
|-------------|-------------|
| • Pragmatic | 2: Moderate |
| • Creative | 2: Moderate |

Impact and Contribution

The jobholders area of impact is as follows:

- Human Resource impact
- Operational impact
- Financial impact

The jobholders extent of impact in the previous question is as follows:

- | | |
|-------------------------|----------------|
| • Human Resource impact | 1: Minor |
| • Operational impact | 3: Significant |
| • Financial impact | 2: Moderate |

The range of impact required by the jobholder is as follows:

- | | |
|-------------------------|-------------|
| • Human Resource impact | U: Unit |
| • Operational impact | F: Force |
| • Financial impact | D: Division |

The jobholder is required to plan ahead.

The type and extent of planning required by the jobholder is as follows:

- | | |
|------------------------------|------------|
| • Operational/organisational | S: Section |
| • Short term planning | S: Section |
| • Medium term planning | U: Unit |
| • Long term planning | U: Unit |

Accountability for People

The jobholder does not have direct supervision/management responsibility for staff.

The jobholder does have indirect supervision/management responsibilities for staff.

Number of staff indirectly managed (FTEs) by the jobholder is as follows:

- 1-5
- 2: 2+ spec

The jobholder does have responsibilities in the areas of recruitment, promotion and remuneration of people..

Nature of responsibility for recruitment, promotion and remuneration activities is as follows:

- Recruitment C: Cont.
- Promotion C: Cont.
- Remuneration awards C: Cont.

The jobholder does have formal responsibilities for people management. The staff concerned may be directly or indirectly managed.

Nature of other people management activities is as follows:

- Delegating/allocating work
- Co-ordinating activities/team leading
- Mentoring/coaching/on-the-job training
- Providing professional advice/guidance
- Identifying training needs
- Appraising/monitoring quality and output
- Staff deployment

The jobholder does have shared or sole accountability for meeting agreed performance targets.

Accountability for performance against defined work output targets is as follows:

- Shared responsibility U: Unit
- Sole accountability S: Section

Accountability for performance against internal service level agreements is as follows:

- Shared responsibility U: Unit
- Sole accountability S: Section

Accountability for performance against external service level agreements is as follows:

- Shared responsibility N: N/A
- Sole accountability N: N/A

Accountability for performance of contracts is as follows:

- Shared responsibility 1: N/A
- Sole accountability 1: N/A

Accountability for Resources

The jobholder is not accountable for financial management.

The jobholder is accountable for management of resources.

Accountability for stock and equipment is as follows:

- Allocation/security/safe storage S: Section
- Defining specification N: N/A
- Approving specification N: N/A
- Overall accountability N: N/A

Accountability for buildings and estates is as follows:

- Allocation/security/maintenance N: N/A
- Defining specification N: N/A
- Approving specification N: N/A
- Overall accountability N: N/A

Accountability for vehicles is as follows:

- Allocation/security/safe storage N: N/A
- Defining specification N: N/A
- Approving specification N: N/A
- Overall accountability N: N/A

Accountability for systems is as follows:

- Allocation/security/safe storage N: N/A
- Defining specification F: Force
- Approving specification S: Section
- Overall accountability N: N/A

Work Environment

The jobholder is not required to work in different environments.

The jobholder is not required to work in special conditions.

The jobholder is not required to work outdoors.

The job which the jobholder undertakes does not demand a level of physical activity.

Produced by Staffordshire Police for FOI 17818

Title	Information Security Officer 2024
Id	ID01584
Department / Division	Org Support - Support Services
Description	Deliver leadership assurance and strategic vision to the organisations information security capability by acting as the lead contact
Job Status	To be evaluated from job description
Benchmark	
Slotted	
Date	28-11-2024
Questionnaire State	Completed - Unverified
Job Owner	Admin Role
Job Last Modified By	
Date Job Last Modified	28-11-2024
Knowledge	8
Communication	6
Mental Demands	7
Impact And Contribution	5
Accountability For People	5
Accountability For Resources	2
Work Environment	1
Unweighted Score	1,213.00
Score	1462.29
Grade	H

Knowledge

The jobholder does require knowledge of the strategy, policy and procedure of the organisation.

The jobholders relevant internal knowledge areas are as follows:

- | | |
|--|-----------|
| • Knowledge of policy/section | E: Expert |
| • Knowledge of policy/1+ section | E: Expert |
| • Knowledge of policy/unit | E: Expert |
| • Knowledge of policy/departments/division | E: Expert |
| • Knowledge of policy/force | C: Comp. |
| • Knowledge of strategy/section | E: Expert |
| • Knowledge of strategy/1+ sections | E: Expert |
| • Knowledge of strategy/unit | E: Expert |
| • Knowledge of strategy/dept/division | E: Expert |
| • Knowledge of strategy/force | C: Comp. |

The jobholder requires external knowledge.

The jobholders relevant external knowledge areas are as follows:

- | | |
|-------------------------------------|-----------|
| • Knowledge of external issues - I | E: Expert |
| • Knowledge of external issues - II | E: Expert |

The jobholder requires technical, specialist or professional knowledge.

The jobholders specialist knowledge areas are as follows:

- | | |
|------------------------------|-----------|
| • Knowledge/2+ sections | E: Expert |
| • Knowledge/2+ units | E: Expert |
| • Knowledge/2+ dept/division | E: Expert |

The jobholder requires IT skills.

The jobholder requires IT skills in the following areas:

- | | |
|-----------------------------------|---------------|
| • 2+ standard applications | P: Proficient |
| • 2+ specialist application | P: Proficient |
| • 2+ spec. or police applications | P: Proficient |

The jobholder requires practical skills.

The other practical skills areas required by the jobholder are as follows:

- Driving skills B: Basic

The jobholder requires qualifications.

The level of qualification required by the position is as follows:

- Level E Qualification

The jobholder is required to update knowledge to maintain competence in the job.

The type of updating of knowledge/skills by the jobholder is as follows:

- CPD C: Continuous

Communication

The contacts and relationships required by the jobholder are as follows:

- Colleagues - other departments F: Frequent
- Members of the public O: Occasion
- External bodies F: Frequent
- Network - own profession/specialism F: Frequent
- Network - other profession/specialism F: Frequent
- Senior command - own force F: Frequent
- Senior command - other forces O: Occasion

The jobholder's verbal and interpersonal communication is as follows:

- Exchange of information F: Frequent
- Exchange of more complex information F: Frequent
- Formal presentation P: Periodic
- Team briefing or de-briefing F: Frequent
- Facilitation F: Frequent
- Briefing/advising F: Frequent
- Interviewing O: Occasion
- Persuading/influencing F: Frequent

The jobholder is required to produce the following written communication:

- Standard documents/reports F: Frequent
- Non-standard documents/reports F: Frequent

- Original documents/reports P: Periodic

The jobholder does have specific communication skills in order to meet the requirements of the job.

Other communication skills required by the jobholder includes the following:

- Customising language/style of comm F: Frequent
- Giving evidence as an expert witness O: Occasion

Mental Demands

The jobholder's pattern of work is as follows:

- Sometimes

The jobholder's self management is as follows:

- Consultative 4: 76-100%

The jobholder's predictability of deadlines is as follows:

- Deadlines can be variable, and may not follow a general timetable or pattern

The jobholder's nature of changes in priority caused by known/unknown deadlines is as follows:

- Minor changes in priority D: Daily
- Moderate changes in priority W: Weekly
- Significant changes in priority W: Weekly
- Major changes in priority O: Occasion

The jobholder is required to analyse information received or situations encountered.

The jobholder is required to analyse information as follows:

- Monitoring/checking/proof-reading/assess 3: Major
- Basic researching/gathering/collating 3: Major
- Exercising professional judgement 1: Minor

The jobholder is required to interpret information.

Level of interpretation required by the jobholder in using the information is as follows:

- Policy and procedural information S: Standard
- Specialist job related information C: Conflicting

- Strategic information S: Standard

The jobholder is required to be creative, think innovatively or resolve problems.

Innovation and problem solving required by the jobholder is as follows:

- Pragmatic 2: Moderate
- Creative 2: Moderate

Impact and Contribution

The jobholders area of impact is as follows:

- Human Resource impact
- Operational impact
- Media/External impact
- Financial impact

The jobholders extent of impact in the previous question is as follows:

- Human Resource impact 1: Minor
- Operational impact 2: Moderate
- Media/External impact 1: Minor
- Financial impact 1: Minor

The range of impact required by the jobholder is as follows:

- Human Resource impact S: Section
- Operational impact F: Force
- Media/External impact F: Force
- Financial impact F: Force

The jobholder is required to plan ahead.

The type and extent of planning required by the jobholder is as follows:

- Operational/organisational I: Individual
- Short term planning S: Section
- Medium term planning S: Section

Accountability for People

The jobholder does have direct supervision/management responsibility for staff.

Number of staff directly managed (FTEs) by the jobholder is as follows:

- 1-5 1: 1 spec

The jobholder does not have indirect supervision/management responsibilities for staff.

The jobholder does have responsibilities in the areas of recruitment, promotion and remuneration of people..

Nature of responsibility for recruitment, promotion and remuneration activities is as follows:

- Recruitment R: Recommend

The jobholder does have formal responsibilities for people management. The staff concerned may be directly or indirectly managed.

Nature of other people management activities is as follows:

- Delegating/allocating work
- Co-ordinating activities/team leading
- Mentoring/coaching/on-the-job training
- Providing professional advice/guidance
- Identifying training needs
- Appraising/monitoring quality and output
- Staff deployment
- Grievance and dispute handling
- Discipline stage 1

The jobholder does have shared or sole accountability for meeting agreed performance targets.

Accountability for performance against defined work output targets is as follows:

- Shared responsibility U: Unit
- Sole accountability S: Section

Accountability for performance against internal service level agreements is as follows:

- Shared responsibility N: N/A
- Sole accountability N: N/A

Accountability for performance against external service level agreements is as follows:

- Shared responsibility N: N/A
- Sole accountability N: N/A

Accountability for performance of contracts is as follows:

- Shared responsibility 1: N/A
- Sole accountability 1: N/A

Accountability for Resources

The jobholder is not accountable for financial management.

The jobholder is accountable for management of resources.

Accountability for stock and equipment is as follows:

- Allocation/security/safe storage S: Section
- Defining specification N: N/A
- Approving specification N: N/A
- Overall accountability N: N/A

Accountability for buildings and estates is as follows:

- Allocation/security/maintenance N: N/A
- Defining specification N: N/A
- Approving specification N: N/A
- Overall accountability N: N/A

Accountability for vehicles is as follows:

- Allocation/security/safe storage N: N/A
- Defining specification N: N/A
- Approving specification N: N/A
- Overall accountability N: N/A

Accountability for systems is as follows:

- Allocation/security/safe storage N: N/A
- Defining specification N: N/A
- Approving specification N: N/A
- Overall accountability N: N/A

Work Environment

The jobholder is not required to work in different environments.

The jobholder is not required to work in special conditions.

The jobholder is not required to work outdoors.

The job which the jobholder undertakes does not demand a level of physical activity.

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