JOB AND PERSON SPECIFICATION

Job Title: Senior Research Officer (Commonwealth Cyber Programme)
Division: Governance and Peace Directorate - Rule of Law Section
Grade: H

Reports To: Head, Rule of Law Section

General Information
The Rule of Law Section (RoL) sits within the Governance and Peace Directorate (GPD) of the Commonwealth Secretariat (the Secretariat). The GPD is responsible for the promotion of democracy, human rights, the rule of law and good governance within the Commonwealth. The RoL Section supports Commonwealth countries’ efforts to realise Sustainable Development Goal 16 through the provision of technical support, consensus-building convening, and coordination of international cooperation frameworks. It also supports the establishment and strengthening of frameworks (i.e., laws, institutions, policies, and practices) that help to promote and protect the rule of law and ensure equal access to justice for all.

The Commonwealth Cyber Programme, which is housed in the RoL Section spearheads the promotion of the rule of law in cyberspace and the implementation by Commonwealth member countries of the Commonwealth Cyber Declaration. Its work focuses on the legal aspects of cyber, including the right to privacy, the right to fair and legitimate processing of personal data, cybercrime and cybersecurity.

Job summary
In consultation with the designated Legal Adviser, the Senior Research Officer will undertake authoritative research that informs and influences policy and practice and in particular to support (a) the building by Commonwealth member countries of effective anti-cybercrime frameworks; and (b) the adoption by Commonwealth member countries of strategic plans to enable (i) the effective prevention and reduction of the amount of, and harm caused by, cybercrime; (ii) the effective investigation and bringing to justice of cybercrime suspects; and (iii) the protection and safeguarding of victims of cybercrime.

Key activities
The Senior Research Officer is expected to undertake the following key activities.

1. Research and publications
   - Undertake qualitative and quantitative research - including statistical analysis - to produce quality evidence and research outputs, including published reports, which will underpin the organisation’s work on addressing the problem of cybercrime in the Commonwealth.
   - Transcribe, write-up and collate research into a range of accessible formats, including reports, briefings, summaries and presentations.
   - Identify and monitor key datasets and other public sources to support policy development, engagement, and media work.
   - Contribute to and coordinate the publication of regular research briefings to key stakeholders.
2. Contribute to strategies, approaches and projects designed to address the problem of cybercrime in the Commonwealth
   - Contribute to the development and implementation of strategic plans and projects and related fundraising efforts.
   - Oversee the design, launch and publication of a periodic Commonwealth e-journal on Cybercrime and Cybersecurity featuring reviews of cyber-related legislative developments, case law, news, and opinion articles by practitioners and academics from across the Commonwealth.
   - Contribute to and coordinate the revision of the Commonwealth Model Law on Computer and Computer Related Crime and its implementation by select Commonwealth member countries.
   - Contribute to and coordinate the revision of the Commonwealth Model Law on Electronic Evidence and its implementation by select Commonwealth member countries.
   - Contribute to the adoption of Commonwealth Model Provisions on Data Protection and their implementation by select Commonwealth member countries.

3. Key stakeholder engagement
   - Prepare policy papers for the meetings of Commonwealth Law Ministers and Senior Officials and service the meetings.
   - Carry out peer research projects, including growing and coordinating a network of peer researchers, supporting peer researchers to design and conduct research on the legal aspects of cyber and analyses of the results.
   - Establish links and partnerships with external research bodies, statutory and third sector organisations to create effective working relationships and extend Commonwealth Secretariat’s influence.
   - Support the effective coordination of the Commonwealth Cyber Fellowship programme.
   - Organise and present papers at relevant conferences.
   - Work with governments, non-governmental organisations and international organisations, and liaise with international anti-cybercrime law stakeholders as required.
   - Design and coordinate training programmes on cybercrime, data protection law and electronic evidence targeting key and select stakeholders.
   - Provide prompt, practical and relevant legal advice on the legal aspects of cyber to internal and external stakeholders.

4. Project implementation and management
   - Work closely with relevant team members to (a) identify project goals, research methods, and variables; (b) develop planning schedules for key activities, outputs and outcomes; (c) review and interpret research data and findings; and (d) effective methods of communicating the same.
   - Work with the Secretariat’s Communications team to represent research outputs online using a variety of multi-media channels.
   - Review legal policy papers, briefing notes and reports of meetings.
   - Supervise the work of consultants, Young Professionals and interns as required.
   - Develop and update project templates, policy guidance and procedures.
   - Process payments for professional fees and expenses.
   - Report in a timely manner on project progress and impact, including through Back to Office Reports following missions.
   - Perform any other duties as may be required or as delegated by the Head of the Rule of Law section.

Person Specification

Education and qualifications
   - Qualified to practise law in a Commonwealth jurisdiction.
• A master’s degree with specialisation in cybercrime and/or cybersecurity law from a recognised university. A PhD will be a distinct advantage.

**Experience:**
• At least five years’ post-qualification experience in private legal practice, academia, government or inter-governmental bodies or non-governmental organisations.
• In-depth knowledge of the principles of cybercrime law, electronic evidence, electronic transactions contract law, and access to information/data protection principles in a domestic jurisdiction of a Commonwealth member country, and an understanding of public international law including international administrative law.
• Experience of undertaking qualitative and quantitative research, which has had impact on policy and/or practice and of analysing data sets. A publishing record will be a distinct advantage.
• Evidence of ability to grasp complex concepts and debates quickly and to engage with these effectively through research.
• Experience of undertaking research interviews/organising or running focus groups and of delivering training courses/programmes.
• Experience or strong understanding of peer or participatory research methods and of using systems analysis and mapping to develop and implement theories of change.
• Demonstrable knowledge of evaluation methods and analysis.
• Experience of using high-quality research and evidence to help shape change-influencing work.
• Excellent written and verbal English communication skills including of report writing and presenting research findings.
• Excellent interpersonal skills with an ability to work with a diverse range of people from different backgrounds.
• Experience of working with a wide range of external stakeholders and maintaining partnerships and professional relationships.
• Excellent time management and organisational skills.
• Excellent Computer skills – MS Word, Excel, PowerPoint, Project, Publisher, etc., and comfortable with databases.

**Desirable Experience**
• Working knowledge of the Commonwealth and experience of working with governmental and international affairs.
• Litigation experience.

**Competencies**

<table>
<thead>
<tr>
<th><strong>Respect for Diversity</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Works effectively with people from all backgrounds.</td>
</tr>
<tr>
<td>Treats all people with dignity and respect.</td>
</tr>
<tr>
<td>Treats men and women equally. Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</td>
</tr>
<tr>
<td>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</td>
</tr>
<tr>
<td>Changes systems &amp; processes when biases are identified.</td>
</tr>
</tbody>
</table>
### Working with Others

Promotes teamwork and removes barriers to effective team working  
Provides advice and guidance for others sensitively and where appropriate  
Establishes ownership for relevant activities from the outset  
Develops a wide network, including senior level contacts to facilitate activities and further own knowledge.  
Manages expectations of member states e.g. to ensure the alignment of what is requested and what Commonwealth Secretariat can offer  
Demonstrates an ability to negotiate with and influence senior colleagues and contacts  
Proactively liaises with other divisions, partners and third parties

### Developing and Applying Professional Expertise

Applies specialist knowledge to achieve anticipated results  
Proactively identifies how to develop specialist knowledge  
Presents self as credible to both internal and external contacts

### Adapting & Innovating

Encourages and works with others to develop innovative approaches  
Drives forward improvements and innovations within own area of responsibility, adding value where appropriate  
Develops creative ideas into something practical and workable  
Encourages others to demonstrate flexibility to ensure that objectives are achieved  
Adapts approach and/or reconsiders decisions in light of new information  
Promotes new ideas that are picked up by senior colleagues  
Understands the motivations and objectives of differing groups and adapts approach accordingly.