



ROLE PROFILE

Role Title	Prosecution Team Administrator	Reporting to	CJ Sergeant
Section	Criminal Justice	District/Department	Criminal Justice Department
Tenure		Rank/Grade	Scale 3

Part A – JOB DESCRIPTION

Overall purpose of role	To provide efficient and effective administrative service to the department in accordance with policy and legislation.
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Key outputs for role –
<ol style="list-style-type: none"> 1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes. 2. Access, input, track and extract data/information from the Force computer systems including Niche, PNC, DAD, Proactis, Corvus, CARM, Adobe DC, Video Manager and Microsoft Word etc. Ensuring effective accurate and timely service delivery in accordance with requirements of the department, Force policy and legislation 3. Provide Support and assistance to operational officers and staff in the transmission of all case files, (including specialist and complex cases) complying with National File Standards. Ensuring all documents are submitted in the correct format by converting data files; reducing size of documents and ensuring labelling of documentation complies with National Guidance. 4. Check the format and order of files ensuring the correct documents have been submitted. Identifying and selecting appropriate documentation for submission and liaise with operational officers and staff to secure where necessary any missing documentation/items and complete redaction of sensitive information in accordance with policy and procedures 5. Provide administrative support to officers and prosecution team officers, complying with CJS processes e.g. distributing electronic internal/external mail, CPS actions and advices, downloading digital media in accordance with policy and procedures. 6. Provide information and support to external partners such as Crown Prosecution Service, Defence solicitors and HMCTS. 7. Manage the process in relation to medical evidence, acting as a point of contact for all authorised requests, monitor and monitor the NHS Trusts to ensure that medical evidence is received in a timely manner. 8. Provide support and assistance to operational staff and outside agencies in the application of Home Office Production Orders, and liaising with HMCTS to monitor compliance of Conditional Cautions. 9. Weeding, archiving and destruction of Court Files in date order in accordance to CPIA and MOPI guidelines.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Post holder will have responsibility for the handling and processing of files, which have a large volume of confidential and sensitive information. Whilst meeting fixed deadlines, compliance with Data Protection, Force Policy, Transforming Summary Justice and Better Case Management timescales.
- Work in a constantly changing environment due to Government Legislation and Initiatives.
- Contributing towards the Force achieving its performance targets and priorities.
- Ensure compliance with CPIA and MOPI, National File Standards and Home Office initiatives, Transforming Summary Justice, Better Case Management. CPS Code and Directors Guidance on Charging

Work/Business contacts

Internal: Operational/Divisional Staff, Police Officers and staff throughout the Force at all levels.

External: Crown Prosecution Service, Magistrates and Crown Court Staff,, Defence Solicitors, members of the public, police and support staff of other forces, Probation, Forensic staff, Prison staff, Local Authorities, NHS, Fire Service, Ambulance Service, MAPPA, Interpreters, intermediaries and other associated bodies.

Expertise in Role Required (At selection - Level 1)**Essential or
Desirable**

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| • Proficient in use of office productivity and is able to use computer packages such as Microsoft Office. | Essential |
| • A good command of English both written and verbal | Essential |
| • Previous experience of working in an administrative role. | Essential |
| • Ability to complete relevant course for the Role i.e Niche, PNC etc | Essential |
| • Shows a commitment to maintaining confidentiality and is able to handle sensitive information in accordance with protocols and GDPR. | Essential |
| • Prepared to deal with files that are of an explicit or disturbing nature. | Desirable |
| • Has a basic knowledge of the Criminal Justice System. | Desirable |
| • Can evidence good customer service skills. | |

Other (Physical, mobility, local conditions)

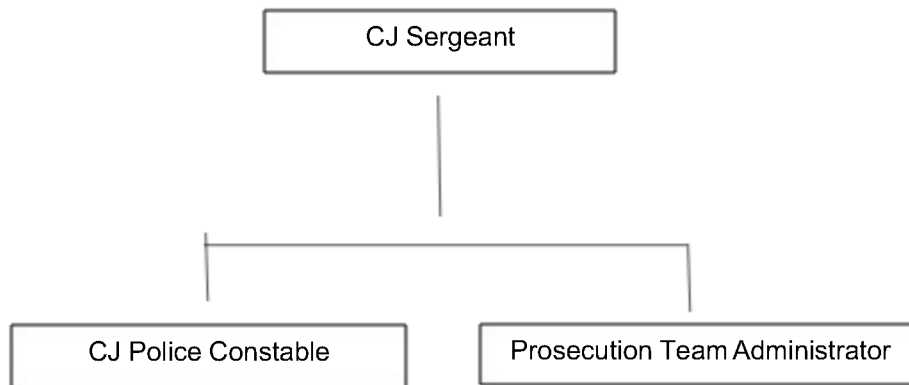
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| • Willingness to work at other sites within the Force Area other than normal place of work as and when required. | Essential |
| • Prepared to work shift of pattern of early and late shifts to suit the requirements of the department. | Essential |
| • Willingness and ability to travel for business purposes. | Desirable |

Expertise in Role - After initial development - Level 2

- Has passed the Niche and PNC Courses and able to use a range of systems e.g. Corvus/Proactis.
- Has a detailed knowledge of all relevant departmental and force procedures and practices.
- Has a detailed knowledge of systems and procedures of the department and how it fits with CJS and the Force.
- Has a good knowledge of the Criminal Justice System.
- Has detailed knowledge of National file standards and Naming conventions

- Shows a commitment to maintaining confidentiality and is able to handle sensitive information in accordance with protocols and GDPR.
- Prepared to deal with files that are of an explicit or disturbing nature.

Structure



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Select one level

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Is recognised as an expert source of information on matters related to the work of the department.
- Is recognised as an expert on the Manual of Guidance Documents and the naming convention for labelling of... documents.
- Has a detailed knowledge of manipulation of data e.g. reduce file size of documents, converting data files.
- Has a detailed knowledge of the Criminal Justice System.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to buildings where based

<i>Vetting Level</i>	Management Vetting
<i>Date accepted as a role profile</i>	24 th March 2020