

JOB DESCRIPTION



Role title:	Prosecutions Manager
Grade and salary:	Grade K £36,171 – £43,248 SCP 35-42
Hours:	Full time – 37 Hours
Department or Division:	Criminal Justice
Location:	Headquarters
Post reports to:	Head of Prosecutions
Suitable for job share or part-time:	Yes
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy. Please note that, due to the nature of security checks undertaken, applicants must have 5 years continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.

PURPOSE AND DESCRIPTION OF JOB ROLE:

To manage and develop Supervisors and their teams within the Criminal Justice Unit to ensure departmental objectives are met. To provide an excellent service and seek continuous improvement.

SPECIFIC ROLES AND RESPONSIBILITIES:

People Management

- Ensure managers and teams understand organisational goals and initiatives. Encourage a culture of improvement and innovation whilst maintaining effective performance and high standards of service to the public.
- Evaluate the effectiveness of line managers and hold each one accountable for their managerial activity and performance.
- Build and sustain effective relationships. Create alignment, remove barriers, improve communication and facilitate effective collaboration with other teams and agencies.
- Manage the performance of multiple teams through budgeting, resourcing and project planning. Evaluate the overall effectiveness of individual units, and re/deploy resources to improve performance.

Operational

- Ensure the units comply with force/departmental objectives, values and performance targets.
- Manage and implement change within the Criminal Justice Units taking into account local and national initiatives.
- Report to the Senior Management Team on policy issues/procedural changes that will impact on the units/Department.
- Support partnership working with internal and external partners and undertake consultation and negotiation to influence outcomes.
- Assist in the planning, development, implementation and evaluation of policies, guidance and best practice within the department as well as contribution of ideas for improvement.
- Regularly review procedures to ensure the optimum use of resources, compliance with appropriate policies and legislation and implement new working practices as necessary.
- Undertake projects within the force, department and criminal justice system as required.
- Responsible for the development and welfare of staff within the units.
- Arrange and attend meetings as necessary.
- Uphold the Force's Priorities

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- To hold a nationally recognised Management qualification and/or management experience.
- Experience of Managing a combination of teams and joint working.
- Ability to manage change and implementation.
- Experience of strong problem-solving skills and development of effective solutions.
- Experience of developing working relationships with a range of internal groups, external agencies and organisations.
- Experience of researching and retrieval of information from computer systems, and inputting data with a high level of accuracy.
- Good communication skills – written and verbal including preparation of reports and presentations.
- Ability to prioritise demanding and competing workloads with minimum supervision

Desirable:

- Keyboard skills & the ability to use appropriate Force systems in accordance with policy and legislation.
- Experience of using a range of Microsoft applications to include (Word, Excel) to prepare documents and produce statistical information.
- Knowledge of data protection, particularly in relation to exchange and release of information.
- Knowledge of health & safety legislation and risk assessments.
- Knowledge of National & Force procedures in relation to file preparation processes in accordance with the National File Standard, Manual of Guidance and Disclosure Rules.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.