



## JOB DESCRIPTION

### Out of Court Disposal Co-ordinator

Version 2 Date - 23/01/23

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<b>Post Number:</b>	H068
<b>Grade:</b>	Grade 4, £23,100 - £25,353 (SPC 14-17)
<b>Weekly Hours:</b>	37, Fixed Term for 12 months
<b>Department:</b>	EMCJS
<b>Status:</b>	Established
<b>Responsible To:</b>	TBC
<b>Job Role /Purpose:</b>	Compliance monitoring of out of court disposals and SPOC for rehabilitative partner agencies.
<b>Contacts:</b>	Public, Police Officers/Staff and partner agencies.
<b>Equality and Diversity:</b>	To actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

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## PERSON SPECIFICATION

### KNOWLEDGE, SKILLS & ABILITIES

#### ESSENTIAL CRITERIA

*A clear definition of the necessary criteria.*

#### Essential knowledge:

To be educated to GCSE Grade C in English Language or equivalent and or have experience in a post requiring the use of English Language to that standard.

#### Work Experience:

Demonstrate experience of working within a general administrative/clerical environment.

Demonstrate competence in Microsoft Office including Word and Excel.

#### Personal / Interpersonal Skills, Aptitudes:

Demonstrate the ability to co-operate and support others.

Demonstrate the ability to decide priorities whilst maintaining orderly, accurate and up-to-date paperwork.

Demonstrate the ability to ensure that written and spoken communication is accurate, well-structured and meets the needs of the audience.

Demonstrate the ability to adapt to new ways of working and its demands.

Demonstrates the ability to assess new information and re-organise to meet new demands.

Demonstrate the ability to suggest changes to existing systems in order to achieve improvements.

Demonstrates effective contact and involvement with outside agencies/external customer.

**Special Skills:**

Demonstrate your ability to interpret legislation and/or policies.

Demonstrate accurate data input, search and retrieval skills.

Demonstrate a knowledge of Out of Court Disposals.

**DESIRABLE CRITERIA**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Work Experience:**

To have worked in multi-agency environment working with partners

To have worked in a police environment and have knowledge of police processes and systems.

**Special Skills:**

Knowledge of Police organisation and structure.

Knowledge of the Criminal Justice system.

Able to drive or have own transport for business use.\*

*\*Reasonable Adjustments may be made under the Equality Act 2010*

**CORE RESPONSIBILITIES/ ACCOUNTABILITIES**

**Operational:**

To perform a wide range of clerical and administrative tasks, providing an efficient delivery of service in respect of Out of Court Disposals.

Record and monitor the progress and outcomes of Community Resolutions and Conditional Cautions.

Monitoring Community Resolutions and Conditional Cautions to ensure that compliance with conditions is recorded.

Provide advice and guidance to Police Officers and Staff in respect of Out of Court Disposals.

Maintain positive working relations with Police Officers, Police Staff and diversionary course providers.

**Communication:**

To act as liaison between police and partners for community resolutions and conditional cautions.

Deal with correspondence and process telephone calls in a professional and timely manner.

To act as a SPOC for out of court disposals by developing and maintaining relationships with internal and external stakeholders.

**Administration:**

To provide day to day administration of Out of Court Disposals to ensure they are recorded and dealt with accurately.

To interrogate and update computer systems such as Niche ensuring data is accurate, up to date and accessible in connection with Out of Court Disposals.

To undertake general office duties, including scanning, photocopying, filing and production of standard letters and reports.

**General:**

To actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Ensure security of all confidential and computer produced documents according to Force Policy and the Data Protection Act.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

To participate in the Force PDR process and take responsibility for identifying your own professional and career development needs.

Undertake any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined.

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### **Personal Value's / Competencies**

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

- Integrity
- Impartiality
- Transparency
- Social responsibility

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### **OTHER**

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

- 1) Recruitment Vetting (RV)
- 2) Counter Terrorist Checks (CTC)

**Car User:** Yes

**Additional Information:** the role requires contact with the public on a face to face basis and via other communication methods. Some contact with custody suites and custody staff will also form part of the role. There may also be a need to travel to other sites so access to own vehicle and insurance cover would be advantageous.