



JOB DESCRIPTION

Title – Case and File Preparation Advisor

Post Number:	J107
Grade/Scale:	SO2 - £34,287 - £36,171 pro rata (SCP 28 – 30)
Weekly Hours:	22 hours
Department:	Criminal Justice
Location Work Base:	Mansfield House
Status:	Established
Responsible To:	Head of Prosecutions
Job Role /Purpose:	To advise and support Police Senior Management Teams, investigating officers and front-line supervisors in the investigation of cases, gathering of evidence, planning of arrests and preparation of case papers in line with the requirements of the Directors Guidance and relevant legislation. To conduct Training Needs Analysis and subsequently develop and deliver force wide training programmes for all aspects of case file quality and content, incorporating the views and needs of other CJ Agencies.
Health and Safety:	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
Contacts:	Police Officers and Police Staff Members (all levels), members of other Forces, external agencies with diverse law enforcement connections, victims and witnesses, solicitors, Crown Prosecution Service (at varying levels)
Equality and Diversity:	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & ABILITIES

ESSENTIAL CRITERIA

A clear definition of the necessary criteria.

Knowledge/Education (including qualifications):

1. To be educated to degree level or equivalent in Law or a Criminal Law subject or able to demonstrate ability to work at the above level by work experience

Work Experience:

POLICE – STAFF

2. To have experience of working in a criminal justice environment involving clerical work, investigation, evidence gathering, interviewing detained persons, case building and file preparation.
3. Experience of managing processes and delivering outcomes, particularly involving flexibility or innovation in working practices, systems and inter-agency working.
4. Ability to successfully develop training packages and present them to large groups of people

Personal / Interpersonal Skills, Aptitudes:

5. Current knowledge of forensic issues and police detention matters.
6. Have in-depth knowledge of the Criminal Justice system working at both an operational and higher strategic levels
7. Decision-making skills when monitoring and managing workloads in order to prioritise to meet deadlines in a pressurised multi-agency environment.
8. Excellent communication and inter-personal skills when dealing with sensitive issues or influencing at a senior level either internally or externally.
9. Ability to impart best practice either in an individual or group setting in order to improve the overall performance of an organisation.

Special Skills:

10. Possess IT skills enabling management of data and preparation of reports for management purposes including proven experience of using Microsoft Windows based computer packages.
11. Must have the ability and be willing to travel within Leicester, Leicestershire and Rutland to carry out activities associated with the role.*

** Reasonable adjustments will be considered under the Equalities Act 2010.*

DESIRABLE CRITERIA

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

Knowledge/Education (including qualifications):

1. To have or be studying for a qualification relevant to activities undertaken in Criminal Justice Administration, e.g. NPT Certificate and/or Diploma or demonstrate relevant practical experience.
2. To hold a training qualification relevant to the creation of training material and provision of training activities

Work Experience:

3. To have relevant work experience of operational policing or supporting operational policing

Personal / Interpersonal Skills, Aptitudes:

4. Have current knowledge of file building including the ability to understand and apply:
Directors Guidance
Attorney General's Guidance

CPIA,
Disclosure Manual,
PACE,
The Code for Crown Prosecutors,
relevant local protocols and policies

Special Skills:

5. Have experience and knowledge of using the following computer programs:
- Niche
 - Pronto
 - NICE Investigation
 - TWIF (as part of Niche)

** Reasonable adjustments will be considered under the Equalities Act 2010.*

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

To review case files for accuracy, quality and content in line with the Directors Guidance and agreed protocols. To utilise the information gathered to feedback to officers on an individual basis; to feed into training programmes, to update senior managers and to assist with the development of the File Quality Website and the Leicestershire Academy.

To act to ensure that investigations and files of evidence are in compliance with the Director's Guidance, being able to challenge Crown Prosecution Service decision making through the appropriate procedure when necessary.

To keep updated with all legislative and procedural rules governing the provision of evidence by victims and witnesses.

To maximise opportunities to increase justice outcomes.

To ensure that the Force complies with National, Regional and Local policies and procedures in relation to all work undertaken in CJ and to identify where procedures need to be changed to secure a more successful approach to criminal investigation and file preparation.

To assist front-line supervisors to manage investigations and direct enquiries and liaison with supervisors, investigating officers and others, including the Courts and Crown Prosecution Service - CPS, to ensure case progression.

To be a SPOC for internal/external problem solving and troubleshooting within the Force/CPS/Courts in Case Preparation matters. For example:

- providing advice upon evidence gathering in criminal investigations
- imparting investigative technique, legislation and administrative process to investigating officers and front-line supervisors including new procedures
- identifying best practice through a constructive relationship with operational staff, force trainers, Criminal Justice and Crown Prosecution Service and Court staff.

Communication:

POLICE – STAFF

Have highly developed verbal, written and face to face skills in order to communicate effectively and confidently all levels and provide training activities as and when required

Develop and maintain good working relationships with a diverse group of people, having the ability to negotiate and influence possible solutions regarding witness care issues, case progression and relevant legislation.

To liaise with partnership/external agencies in particular the courts (including the Leicester Crown Court Resident Judge and CPS (Including Senior Lawyers), members of the Force, both police staff and police officers at all levels and members of the public providing advice and guidance.

Administration:

To maintain accurate records in relation to training, poor quality files submitted to CPS and other relevant data pertaining to the role.

General:

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

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

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

Other:

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

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values / 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
- Public Service

OTHER

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

1) Recruitment Vetting (RV)

Car User: Yes / No - Casual Allowance {per mile / day etc}
