



Role title:	Caseworker – Prosecutions Team
Grade & salary:	D (£18,078 - £22,275)
Working hours/shift pattern:	37 Hours per week
Additional allowances:	
Location:	Derbyshire Constabulary Headquarters, Ripley
Post reports to:	Prosecutions Team Supervisor
Suitable for job share or part time:	Yes
Other considerations (e.g. travel)	The successful applicant may be required to work occasional Saturdays on a rota basis.
Date last reviewed:	22 nd November 2018

Purpose and Description of Job Role:

As part of the Prosecutions Team the successful applicant will prepare and expand files for submission to court via the Crown Prosecution Service (CPS). They will build offences, generating Postal Requisitions Prepare Antecedent histories and undertaking any clerical duties in relation to case queries and additional evidential requests. They will obtain both Magistrates and Crown Court results and record the outcomes.

Specific Roles and Responsibilities:

- To gather and process information accurately whilst complying with time constraints, quality standards, data protection and information security requirements.
- To communicate and interact within and outside the Department, with colleagues, operational officers and other Criminal Justice Agencies such as the Crown Prosecution Service and HMCTS.
- To deal with telephone queries from member of the public, victims and offenders.
- To identify problems, investigate, record and disseminate information in relation to ongoing and dealt with cases.

Skills & Experience Required:

Essential:

- GSCE English Language Grade 'C' or above or equivalent qualification.
- Ability to communicate ideas and information effectively, verbally and in writing.

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- Be able to draft letters and emails with a high level of precision.
- To receive and check information for content and accuracy.
- Must be proficient in Microsoft Office, specifically Outlook, Word and Excel. Keyboard skills to include the input and retrieval of data with the ability to compile and present data as and when required.
- Experience in communicating with a range of people and partners, through a variety of mediums including face to face, over the phone and through email correspondence.
- Must be able to demonstrate capability of working under pressure to tight timescales
- Experience of working on own initiative and prioritising workload.
- Must have experience of working as part of a team to solve problems and make decisions.
- To show flexibility and adaptability to change.

Desirable:

- Knowledge of the Criminal Justice System and the partner agencies with it.
- Knowledge of the legal process in relation to court procedures.

Personal Qualities:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles in practice so that 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 & 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 & 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 & 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

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knowledgeable and effective in their area of expertise.

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