



## **JOB DESCRIPTION**

**Title –** Case Builder (Traffic)

**Version -1    Date -** April 2021

---

<b>Post Number:</b>	Jl162
<b>Grade /Scale:</b>	5 (£23,817 - £26,016)
<b>Weekly Hours:</b>	37
<b>Department:</b>	Case Management Section
<b>Status:</b>	Established
<b>Responsible To:</b>	Team Leaders Collision File Unit
<b>Responsible for:</b>	N/A
<b>Job Role /Purpose:</b>	To review, investigate and make disposal decisions in relation to Road Traffic Collision reports (Damage only, minor injury and specific serious injury cases) and traffic offence files. Undertake case preparation / disclosure work.
<b>Contacts:</b>	Police Officers, Police Staff, Crown Prosecution Service, external agencies and members of the public
<b>Equality and Diversity</b>	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.*

#### **Essential knowledge:**

To be educated to 'A' Level standard in English Language or be able to demonstrate the ability to work to this level by work experience.

To be educated to ECDL Basic Level or be able to demonstrate ability to this level by work experience.

#### **Work Experience:**

Demonstrate the ability to direct an investigation and the use of investigative skills, including the gathering, evaluating and presenting of information.

Demonstrate experience of compiling well-structured reports and written summaries, producing arguments and recommendations.

Effective organisational skills, ability to prioritise and manage own workloads, whilst working in a

---

highly pressurised environment and meeting strict deadlines when attention to details is paramount.

Demonstrate a level of awareness of diversity issues appropriate to this role.

Experience of working in a confidential and sensitive environment.

Demonstrates and displays a positive willingness and aptitude to a changing working environment and its demands.

Demonstrate by example where you have solved a problem by gathering information from a range of sources, analysed that information and made effective decisions.

**Personal / Interpersonal Skills, Aptitudes:**

Ability to communicate confidently and effectively at all levels in written and verbal communication.

Ability to work effectively within a team and build strong working relationships with the team, internal and external customers and partner agencies.

Work in a team based environment, cooperating and supporting others.

*\* 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:**

To hold or be studying for the NPT Stage 1, Certificate in Criminal Justice Administration or equivalent.

**Work Experience:**

Demonstrate knowledge of the Force's Policy and Procedure in connection with the compilation and preparation of prosecution files.

Demonstrate a knowledge of current road traffic legislation

Demonstrate effective contact and involvement with outside agencies/external customers.

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.

Demonstrate the ability to carry out research to identify relevant facts that are not immediately available.

Demonstrate the ability to ensure own team's way of working is in line with the strategic direction of the business.

**Special Skills:**

Experience and knowledge of using the following computer programmes: NICHE / STORM / PENTIP / PNC / GENIE / BOF2 / NATIONAL LEGAL DATABASE.

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

**CORE RESPONSIBILITIES/ ACCOUNTABILITIES**

**Operational:**

Upon receipt of Road Traffic Collision Reports, take ownership of files and evaluate the evidence presented, deciding whether or not to commence and co-ordinate an investigation in line with Force Policy.

Having taken the decision to investigate, direct the investigation; in accordance with Force and statutory time guidelines, prioritising and fast tracking where appropriate. Gather evidence by requesting statements, CCTV and clarifying any omissions or discrepancies. Search various computer databases (NICHE, STORM, GENIE, PNC, BOF2,) validating, extracting, and interpreting information in order to decide upon an appropriate course of action and pursue any reasonable lines of enquiry identified in order to allow for a balanced judgement regarding the method of disposal.

Apply the National Decision Model, Force policy, knowledge of legal principles, such as offence elements and points to prove, in addition to the Code for Crown Prosecutors, and The Director's Guidance on Charging, when making a decision whether or not to continue the investigation, take no further action, offer a course or prosecute.

Review Police Vehicle Collision Reports, obtain further information where necessary and forward a disposal recommendation to CJ management.

Decide whether a course should be offered as an alternative to prosecution and if so, select an appropriate course for the circumstances.

Upon receipt of process files submitted for process by way of postal requisition, review the file, obtaining further evidence where necessary and decide whether to Prosecute, offer a course or take No Further Action.

Register files onto the NICHE database and build offence wording, creating a postal requisition and statement of facts to be read out in court, where necessary.

Complete and sign MG3 forms requesting advice from the CPS, where necessary in accordance with The Director's Guidance on Charging.

**POLICE – STAFF**

Complete an MG5 Case Report to be used by the CPS and Defence in order to appropriately manage cases at court.

Upgrade prosecution files following a not guilty plea at court by obtaining further evidence, enquiries and submitting all relevant upgrade documents to the CPS.

Ensure that further evidential enquiries and requests received by the CPS are undertaken and completed in a timely manner.

Review Proposed Notices of Discontinuance received from the CPS and agree / disagree with the proposal, supplying further information where necessary.

Act as an authorised Disclosure Officer in accordance with the Criminal Procedure and Investigation Act 1996. Apply the disclosure test and decide what items obtained during the course of the investigation should be disclosed. Complete relevant disclosure schedules and decide what information should be redacted from documents as sensitive information.

Attend court as the officer in the case in order to provide evidence as and when required.

**Communication:**

To act as point of contact, liaising with other Unit/Force members, providing advice and guidance concerning policy, procedure and the appropriateness of prosecution by way of postal requisition, addressing enquiries of both a general and technical nature.

To provide advice and assistance to other agencies on matters relative to the Unit and deal with enquiries and correspondence from the public and defence solicitors, authorising the withdrawal of a postal requisition at court where necessary.

Having made a disposal decision – send letters to members of the public explaining the decision rationale.

Being accountable for decisions made - Deal with expressions of dissatisfaction received from members of the public. Review cases and the decision rationale. Formulate a response, using an appropriate method of communication and convey the review outcome to an individual.

Being accountable for decisions made - Assist in the investigation and review of a case following a complaint received by a Professional Standards.

Work in liaison with the CPS regarding legal and policy issues concerning RTC and traffic matters.

**Administration:**

Having scrutinised reports for accuracy, identify file quality issues and make any recommendations to improve service delivery.

Give advice and guidance to Administrators/Clerks and provide clear directions/instructions.

Train new entrants, ensuring that they are competent in all aspects of the role.

**POLICE – STAFF**

Maintain an up to date knowledge of legislation, legal principles and Force protocols. Interpret and discuss the imposition of new legislation/policy and assist in changing procedures to accommodate it.

Manage and prioritise files and reports received within the section and allocate work to other team members accordingly.

**General:**

Take responsibility for personal development, identifying developmental/training needs in conjunction with the Line Manager

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, to include providing cover, when needed, of a similar role to other Criminal Justice areas.

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  
Social responsibility

**OTHER**

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

1) Recruitment Vetting (RV)