



## JOB DESCRIPTION

**Title –** Case Preparation Manager - Crime

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<b>Post Number:</b>	Jl137
<b>Grade/Scale:</b>	SO2 - £34,287 - £36,171 (SCP 28 – 30)
<b>Weekly Hours:</b>	37
<b>Department:</b>	Criminal Justice - Prosecutions
<b>Location Work Base:</b>	Mansfield House
<b>Status:</b>	Established
<b>Responsible To:</b>	Head of Prosecutions
<b>Responsible for:</b>	Prosecution Team Staff, including Team Leaders, Case Builders, Assistant Case Builders, Administrators, Typists, Tape Summarises, and any other staff seconded to work with the Prosecution Teams, PLP presenters, ISAs, Police Officers
<b>Job Role /Purpose:</b>	To lead and manage the performance of police staff within the Prosecution units to ensure the effective running of the teams. To represent Leicestershire Police with partnership agencies. To lead on ongoing changes and projects within the Prosecution Teams as directed by the Line Manager
<b>Health and Safety:</b>	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.
<b>Contacts:</b>	Criminal Justice departments regionally. CPS, Courts, Police Officers, Police Staff, Partnership and external agencies, 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

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## PERSON SPECIFICATION

### KNOWLEDGE, SKILLS & ABILITIES

#### ESSENTIAL CRITERIA

*A clear definition of the necessary criteria.*

#### Knowledge/Education:

1. Qualified to a degree level or able to demonstrate experience gained in an environment requiring you to work to that level.
2. To be educated to ECDL or be able to demonstrate the ability or experience gained in being required to work to that level.

**Work Experience:**

3. Experience of supervising results driven teams in performance and project management in a large organisation, including discipline, motivation, coaching and complaints.
4. Experience of implementing successful new systems and procedures relevant to the effective performance management in a pressurised environment.
5. Have analytical problem-solving skills, together with the ability to examine business processes and systems in order to make decisions and recommendations for improvement.
6. Experience of working in the Criminal Justice system and of case/file preparation.

**Personal / Interpersonal Skills, Aptitudes:**

7. Highly developed verbal, written and interpersonal skills with the ability to communicate confidently and effectively at all levels, including others positively, whilst maintaining good working relationships with a diverse group of people.
8. Experience of working in a confidential and sensitive environment.
9. Have a level of awareness of diversity issues appropriate to the role.
10. Able to take personal responsibility for making things happen and achieving results, whilst displaying motivation, commitment, perseverance, conscientiousness, and a high degree of integrity.
11. Hold high levels of leadership skills to be able to build and develop teams and focus on wellbeing and support for the team.

**Special Skills:**

12. Ability to travel for business purposes.

*\* 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:**

1. Hold a business qualification at degree level.

**Work Experience:**

2. Experience of working as part of a senior management team.
3. Demonstrate resilience to implement strategically driven change whilst maintaining operational performance.

**Personal / Interpersonal Skills, Aptitudes:**

4. Able to persuade and influence others using logic and reason, selling the benefits of the position they are proposing and negotiates to find reasonable solutions.
5. Working knowledge of Force police and police computer systems.

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

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## **CORE RESPONSIBILITIES/ ACCOUNTABILITIES**

### **Operational:**

To supervise the overall processes, systems and procedures within the Criminal Justice Prosecution Teams to ensure an optimum and effective performance and delivery at all times.

Undertake the management and performance of the Prosecution Teams, developing evaluation criteria and implementing changes within the system as needed.

Develop unit targets and development needs in line with the Force PDR, to include regular staff appraisals and highlighting any welfare issues.

Represent Leicestershire Police at meetings with partnership/external agencies and various police units, giving advice, guidance, training and recommendations for new initiatives as appropriate.

To take responsibility for identifying your personal, professional and development needs.

Ensure that duties comply with national and local policies and procedures in relation to all work undertaken.

Ensure the Prosecution team are trained and communicated with regularly to ensure we are at the forefront of change, be it local, regional or national.

### **Management/Leadership:**

Provide effective leadership to all levels of the team through timely and effective communication, engagement and setting of standards.

Build and develop individuals and the team to be motivated, committed and open-minded change enablers to develop the modern Criminal Justice system

### **Communication:**

To liaise with partnership/external agencies, in particular courts and CPS and members of the public.

To deal with police staff and police officers at all levels in the department and in the Force.

To provide advice and guidance to Gatekeepers and others within the Force regarding Criminal issues, legislative and statutory.

### **Administration:**

Produce statistical information relative to the Criminal Justice teams, producing reports for management purposes.

Undertake performance analysis and monitoring objectives of the Force adhering to National guidelines and standards.

**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, helping to cover roles of a similar nature to ensure the effective working of the Criminal Justice unit.

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

*\* 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}