Staffordshire Police - Role Profile Prosecution Case Administrator

Grade/Rank:	Grade D
Directorate:	Operational Support
Reports to:	Senior Prosecution Caseworker
Direct Reports:	N/A

Role Purpose

Our aim within the Prosecution Hub is to ensure the effective management of criminal and traffic related cases at the point of receipt from operational Officers through to finalisation, and to support Victims and Witnesses to navigate through the Criminal Justice System as smoothly as possible while working together with partners and other agencies

Working closely with Officers, the Crown Prosecution Service and the Courts, the Prosecution Hub strives to provide an efficient and effective process to ensure the best outcome for Victims and Witnesses. Following point of charge a crime file is assigned to a caseworker who becomes a single point of contact for both Officers and agencies. In addition to making sure files comply with the National File Standard, the caseworker also assists Officers in dealing with queries in relation to case files during progression of the case, and processes queries from injured parties, witnesses and defendants.

Key Tasks and Responsibilities:

- Comprehensive management of crime and traffic case files following receipt from an OIC through to completion of a case including guilty plea and basic not guilty plea cases
- Prepare and submit traffic and crime files
- Manage a wide-ranging caseload, ensuring adherence to prosecution deadlines
- Provide updates and support to Victims and Witnesses during prosecution process, including identifying vulnerabilities and liaising with external agencies to provide support
- Process queries from members of the public, including those who are injured parties, witnesses or defendants
- Accurate data inputting into various Police IT systems such as the PNC (Police National Computer), CRASH, Pronto
- Liaise with external partners and agencies including CPS, HMCTS and victim and witness support groups
- On occasion may be called upon to give evidence at court.

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

Case file quality
Case outcomes on crime and traffic files

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	1a	Valuing Diversity	1a
		Managing Sensitivities/Political Savvy	1a
We take ownership	1a	Customer Service	1a
		Maintaining Accuracy/Sustainable Working	1a

Inclusive, enabling and visionary leadership

We are collaborative	1a	Partner Working	1a
		Managing Complexity/Strategic Planning	1a
We deliver, support and inspire	1a	(self) Leadership	1a
		Supporting Colleagues/Coaching & Mentoring	1a

Intelligent, creative and informed policing

We analyse critically	1a	Problem Solving	1a
		Situational Judgement	1a
We are innovative and open-minded	1a	Continuous Improvement	1a
		Futurology	1a

Education, Qualifications and Experience

Essential:	Desirable:
• Experience of managing substantial and diverse workloads • Experience using Microsoft Windows Operating systems	• Qualification or degree in either Criminology, Law, Policing or similar • Knowledge of Transforming Summary Justice (TSJ) and Better Case Management (BCM)

Skills Matrix (See Skills Matrix)

Essential:	Desirable
• Strong organisational skills • Problem-Solving • Customer service • Verbal and written communication • Comfortable with use of Microsoft Office Suite • Ability to adapt to change	• Conflict resolution

Leadership Passport Level	Practitioners & Team Leader	1st Line Mngrs	2nd Line Mngrs	Senior Mngrs

* Indicates that training will be provided as part of the role in this skill

CPD Requirements

- Complete all annual and mandatory training

Professional Registration/Licences

- N/A

Special Conditions

Own car for business use	NO
Higher level vetting required	NO
Requirement to wear Uniform	NO
Requirement for post entry training	NO
Fixed Hours	NO
Weekend working expected	Yes
Shift allowance	NO
Fixed term or temporary role	No
Politically Restricted	NO
On call/standby rota	NO
Flexitime Role	YES
Notice Period	1 week	28 Days	1 month	3 months	

Agile Profile (See Agile Matrix)

Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
2	5	1	2	2	3