**Staffordshire Police - Role Profile Prosecution Case Administrator**

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

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| **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. |

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| **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

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| **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 |

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| **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) |



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| **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 Leaders | 1st Line Mngrs | 2nd Line Mngrs | Senior Mngrs |
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\* Indicates that training will be provided as part of the role in this skill

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| **CPD Requirements** |
| * Complete all annual and mandatory training |

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| **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 |  |

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| **Agile Profile (See Agile Matrix)** | | | | | |
| Desk | Confidentiality | Systems & Email | Telephony | Paper | Hours |
| 2 | 5 | 1 | 2 | 2 | 3 |