**Staffordshire Police - Role Profile**

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| **Prosecution Caseworker** |

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| **Grade/Rank:** | E |
| **Directorate:** | Operational Support- Justice Services |
| **Reports to:** | Senior Prosecution Caseworker |
| **Direct Reports:** | N/A |

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| **Role Purpose** |
| 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 * Management of a wide-ranging caseload, adhering to prosecution deadlines * Providing updates and support to Victims and Witnesses during prosecution process, including identifying vulnerabilities and liaising with external agencies to provide support * Accurate data inputting into various Police IT systems such as the PNC (Police National Computer), NICHE, STORM, Witness Management System etc * Working with officers to ensure the best quality files are submitted, providing feedback where necessary * Supporting Staff and identifying training needs, providing training where appropriate |
| **And to be accountable for:** (ie responsibilities held by others but measured and owned by this role)  File quality  Decision making in accordance with relevant legislation, published guidance and National Decision Making Model |

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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 |  | Valuing Diversity | 1b |
| Managing Sensitivities/Political Savvy | 1b |
| We take ownership |  | Customer Service | 1b |
| Maintaining Accuracy/Sustainable Working | 1b |
| **Inclusive, enabling and visionary leadership** | | | |
| We are collaborative |  | Partner Working | 1b |
| Managing Complexity/Strategic Planning | 1b |
| We deliver, support and inspire |  | (self) Leadership | 1b |
| Supporting Colleagues/Coaching & Mentoring | 1b |
| **Intelligent, creative and informed policing** | | | |
| We analyse critically |  | Problem Solving | 1b |
| Situational Judgement | 1b |
| We are innovative and open-minded |  | Continuous Improvement | 1b |
| Futurology | 1b |

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| **Education, Qualifications and Experience** | |
| **Essential:** | **Desirable:** |
| * Experience of managing substantial and diverse workloads * Experience using Microsoft Windows Operating systems * Strong organisation skills * Problem-Solving * Customer service * Partner working * Excellent verbal and written communication * Decision making | * Conflict resolution * Experience of Criminal Justice procedures and organisations. |

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| **Technical/Operational Skills Matrix (See Skills Matrix)** | | | | |
| **Essential:** | **Desirable** | | | |
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| **Leadership Passport Level** | Practitioners & Team Leaders | 1st Line Mngrs | 2nd Line Mngrs | Senior Mngrs |
| **1** | 2 | 3 | 4 |

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

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| **CPD Requirements** |
| * Complete all mandatory training as applicable |

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| **Professional Registration/Licences** |
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| **Special Conditions** | | | | | |
| Own car for business use | Y | | | | |
| Higher level vetting required | N | | | | |
| Requirement to wear Uniform | N | | | | |
| Requirement for post entry training | N | | | | |
| Fixed Hours | Flexi | | | | |
| Weekend working expected | Y | | | | |
| Shift allowance | N | | | | |
| Fixed term or temporary role | N | | | | |
| Politically Restricted | N | | | | |
| On call/standby rota | N | | | | |
| Flexitime Role | Y | | | | |
| Notice Period | 1 week | 28 Days | **1 month** | 3 months |  |

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| **Agile Profile (See Agile Matrix)** | | | | | | |
| Base | Desk | Confidentiality | Systems & Email | Telephony | Paper | Hours |
| 1 | 2 | 5 | 2 | 2 | 4 | 2 |