Staffordshire Police - Role Profile

Prosecution Caseworker

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

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.

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

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

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.

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

CPD Requirements

- Complete all mandatory training as applicable

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	

Agile Profile (See Agile Matrix)

Base	Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
1	2	5	2	2	4	2