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JOB DESCRIPTION

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' document.

A. POST DETAILS:

| | | | |
|-------------------|----------------------------------|----------------|---------|
| Job Title: | Case Progressor | Current Grade: | A006 |
| Department: | National Justice Department | Area: | Glasgow |
| Reports To: | Crime & Business Support Manager | No of Posts: | 3 |
| Level of vetting: | BV | | |

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Responsible for the monitoring and progression of prosecution cases ensuring that cases are submitted to the Procurator Fiscal without delay and in accordance with guidelines.

The Case Processor will be key to achieving departmental targets. In turn this achievement will improve public confidence in the Criminal Justice System.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Nil

Staff Responsibilities – Direct or Non-Direct

Nil

Any Other Statistical Data

Nil

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Support the Area's legal and internal commitments in the effective progression of cases by ensuring that Procurators Fiscal have relevant and quality information regarding each case.

Ensure that information provided to Procurators Fiscal meets the standards with regards to disclosure of evidence.

Interact with police officers and police supervisors to ensure that cases meet the legal standards of evidence and that timescales are met with regards to case submission.

Liaise with Procurators Fiscal as and when required to ensure that the justice system is administered effectively.

Liaise with the Scottish Police Services Authority to ensure that Criminal History systems are maintained according to legal standards.

Work closely with other external justice agency Case Progressors.

Attend when appropriate and contribute to Case Progression Meetings and administrative meetings such as may be agreed locally.

Input and update to the Criminal History system

Administrative functions around the progression of fatality files to the Procurator Fiscal which contains sensitive material.

Adopt and implement any additional CPO responsibilities identified or introduced by the Force or Area in order to maintain flexibility within the unit, to perform ad hoc duties as and when required by management.

E. DECISION MAKING:

Make decisions

Significant say in decisions



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F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

The work of the post holder involves liaison with employees at all levels

External

The nature of the work will involve contact with the following bodies:-

Crown Office and Procurators Fiscal Service

Courts

Solicitors

Home Office Police Forces

Victim Support

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Experience:

Proven track record with another police force or have worked in a similar discipline (i.e. Procurators Fiscal Service).

Skills:

Excellent management, organisational, communication and decision making skills.

Ability to work under pressure.

Knowledge:

Full understanding of the Scottish Criminal Justice System.

Full understanding of case management

Good knowledge of disclosure rules.

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Desired Criteria:

Qualifications and Training:

Trained in the use of the Scottish Criminal History and PNC systems.

Trained in the use of VODS and QUEST aspects of the PNC system.

Experience:

Skills:

Knowledge:

Demonstrable understanding and appreciation of the Scottish Crime Recording Standards and Counting Rules

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The Crime and Justice Management Unit provides focused support to operational officers preparing case files and acting as an interface between police officers and the Crown Office and Procurators Fiscal Service. It is the focal point for the Crown Office and Procurators Fiscal Service defence solicitors to conduct business in relation to casework emanating from the Area.

The most challenging aspect of this post is working under pressure to meet statutory deadlines having regard to the operational needs of officers. The most difficult aspect of this post is organising workflow in such a way in order to maintain the operational effectiveness of officers as well as meeting the needs of the justice system.

The post holder will be required to work the hour's necessary, which will include regular weekend working, to provide the management and direction of staff and cases. Must be self-motivated and exercise both initiative and discretion.

I. AUTHORISATION DETAILS

Prepared By: Lisa Mylett

Date: 29/09/2016

Area Commander
/FHQ HoD:

Date:

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