

Job Description

A Post Details	
Job Title: Witness and Case Review Officer	Grade: A006
Department: Criminal Justice Unit	Division: A
Reports to: Witness and Case Manager	Contract Type: Permanent
Level of Vetting: Baseline	Numbers in Post: 55
B Purpose of the Post	
<p>The post holder is responsible for all aspects of evidential case file review and witness care in-line with the Criminal Justice timeframes and procedures.</p> <p>This will include –</p> <p>Evidentially reviewing case files; managing witness care; facilitating CPS Charging advice; providing guidance on national file standards; advising on disclosure requirements; quality assuring and providing case file guidance and Niche case file preparation.</p>	
C Dimensions of the Post	
<p>Financial – Direct or Non-Direct Direct – Ensuring best costs for witnesses attending court</p> <p>Staff Responsibilities – Direct or Non-Direct None</p> <p>Any Other Statistical Data 9,000 Prosecution Files 24,000 Witnesses 2,500 CPS and YOT cases</p>	
D Principal Accountabilities	
<ul style="list-style-type: none"> • Reviewing case files and providing guidance to OICs and Supervisors on evidential and Criminal Justice requirements, including CPIA and NFS requirements. • Prepare case papers in consultation with the OIC for referral to the Crown Prosecution Service (CPS), ensuring files are submitted in accordance with the CPS requirements including RASSO & ABC cases. Raise Postal Requisitions, as and when required, within set timescales and guidelines. • Build and maintain effective links between the Criminal Justice Unit and other external stakeholders such as the Crown Prosecution Service and other agencies to optimise working relationships. • Ensure timeliness of file submission in accordance with TSJ timeframes by proactively monitoring case files awaiting submission and provide effective local governance if files are not submitted on time. • Single Point of Contact (SPOC) for all YOT referrals to ensure young people receive a proportionate criminal justice response aimed at educating and preventing reoffending as stated in the Crime and Disorder Act 1998. 	

- Assist Officers in providing early Initial Disclosure of Prosecution Case (IDPC) to ensure defence solicitors have sufficient time to prepare their case to for effective first hearings.
- Where appropriate, request additional evidence and/or material, maintaining relevant case notes and monitoring progress.
- SPOC for case file review and victims/witnesses to co-ordinate the attendance to Magistrates/Youth/Crown Courts to ensure compliance with the minimum requirements as set out in No Witness No Justice and the Victims Code of Practice.
- Perform detailed risk and need's assessment for all non-professional victims/witnesses when a not guilty plea is entered. Provide primary victim/witnesses with access to a range of support options, including preparing special measure applications where necessary. Attend court in the line of duty, if requested by judiciary, with relevant case file documents, to evidence actions taken.
- Deal expeditiously with court-related and casework enquiries such as Judges Orders; ensuring relevant databases are maintained to the highest standards and entries regarding any actions taken are accurate and in-line with relevant legislation, guidelines and set procedures.
- Identify, edit and serve advance and secondary disclosure information to Defence and CPS.
- Request and maintain a record of availability of Police and non-professional victim/witnesses on the relevant databases and cascade this information, where required, in a timely manner to the relevant parties in order to correctly schedule court hearings. Make the appropriate travel and accommodation arrangements for those based nationally and overseas.
- Arrange the attendance of interpreters and other professional bodies for Magistrates/Youth/Crown courts.
- Notify all victims/witnesses of outcome and sentence of case in a timely fashion and thank them for their contribution to the case. Offer referrals from relevant support agencies if necessary.

E Decision Making

Make Decisions

Assessment of the case files to determine whether the case it meets the full code test and CPS evidential requirements.

In consultation with YOT determine appropriate outcomes for youth suspects.

Reviewing case files to ensure appropriate postal requisitions are raised in-line with CPS and CJS requirements.

F Contact with Others

Internal

Force-wide with police officers and police staff in relation to guidance and advice on evidential requirements and criminal justice developments, initiatives and changes.

External

All business partners which may include; stakeholder TOCs, Crown Prosecution Service, HMCTS, Other Police Forces, Probation Service, Youth Offending Teams, Defence Solicitors. All external independent personnel which may include; Witnesses, Victims of Crime; Members of Public.

G Essential Criteria
Qualifications and Training:
<ul style="list-style-type: none">• Minimum GCSE grade C or equivalent in English and Maths.
Experience:
<ul style="list-style-type: none">• Proven experience in evidence review or case file preparation.• Proven experience within a legal environment including an understanding of the criminal justice procedures and familiarity with the courts process.
Skills:
<ul style="list-style-type: none">• Excellent communication skills, both written and verbally, and excellent report writing/keyboard skills.• Proven reasoning and decision-making skills.• Excellent written and verbal communication skills including excellent report writing and keyboard skills.• High attention to detail, be self-motivated and able to cope with sensitive, stressful/pressured situations and must be able to empathise with victim/witness of crime. Must be able to prioritise, manage time effectively and work to targets.• Excellent interpersonal skills and problem-solving skill and responsive to internal customer needs and able to forge good working relationships.• Ability to persuade, negotiate and influence others, providing sound and justified rationale.• Must be a willing and able team member with the ability to fit well into a pressurised, team-working environment.
Knowledge:
<ul style="list-style-type: none">• An understanding of No Witness No Justice.• An understanding of the unique position of the British Transport Police.• Understanding of policing and the Criminal Justice process.• Knowledge of CPS and court practices.
Desirable criteria:
<ul style="list-style-type: none">• A recognised legal qualification (e.g. ILEX).• Proven experience of working in a case progression environment.

- Previous experience of evidential review.
- Confident with IT Packages.
- Understanding of operational policing and evidential review legislation.

H Additional Information

The post holder is required to comply with any statutory and legal requirements, as well as internal policies and procedures which include; Data Protection; Freedom of Information; Security of Information; Government Protective Marking Scheme; Standard Operating Procedures.

There may be a requirement to attend court under judicial direction.

For Panel to complete only:

Line Manager Approval: (this is only signed off when the line manager has approved the final version)

Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)

Date: [Click or tap to enter a date.](#)

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission