

JOB DESCRIPTION

APPENDIX C

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

A. POST DETAILS:

Job Title: Evidence Review Officer
Department: Justice Department
Reports To: Justice Team Manager
Level of
vetting: BV

Current Grade: A006
Division: A Division
No of Posts: 20
Post Number:

B. PURPOSE OF THE POST

The post of Evidence Review Officer (ERO) sits within the Evidence Review Gateway (ERG) of the Justice Department (JD) facilitating the Force 24/7 with charging advice, CPS Charging facilitation, Custody Charge advice, QA file review and guidance

The post holder is responsible for all aspects of evidence review as a fully qualified ERO, informing of appropriate and consistent case outcome decision making, ensuring a high level of file build and evidentiary quality with the ability to offer front line officers fast time advice on National File Standards (NFS) and current CPS charging standards; ensuring consistent, quality assured files are completed and delivered to CPS in line with the Criminal Justice timeframes.

The role is a 24/7 shift pattern therefore shift work is essential.

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

11,200 prosecution files

9,812 diversion files

REWARD

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

Execute the role of ERO covering England and Wales 24/7 managing live charge in custody cases, bail to return cases, CPS Charging, CPS Digital Charging, Summons and Diversions.

Provide an effective and consistent decision making process to ensure the correct outcome for each relevant case in a highly pressurised and demanding environment.

Ensuring customer and stakeholder demands are met, compliance with external CJ timescale pressures and advice is administered in a timely fashion.

Liaise closely with supervisors and the officer in the case (OIC) to ensure each file is of sufficient quality, adheres to legislation and CJ requirements: Victim Codes of Practice (VCoP), NFS in relation to file quality.

Provide effective national oversight of all file quality issues through regular performance monitoring of file submission and ensure any issues are highlighted to an ERG Sergeant for further escalation if required.

Provide real time 'live' advice to officers in Custody Suites within tight CTL constraints, ensuring the appropriate evidence is available to enable a charge decision, ensure a suitable outcome decision is made and the correct GAP/NGAP file is submitted for QA review.

In consultation with the officer in the case (OIC) oversee and submit all files to CPS Digital in accordance with the CPS Digital procedures and ensure BTP meets or exceeds the current successful usage criteria outlined in the MOU signed by BTP with CPS Digital.

Maintain oversight of all files and file quality and dip sample at least 25% of files that have been through CPS Direct as part of a telephone charging decision to ensure NFS and VCoP are being adhered to.

Administer charge/outcome advice via analysis and assessment of evidence against the application of the legislative codes and practices and apply the CPS 'public interest'

Ensure timeliness of file submission in accordance with CJS timeframes by proactively monitoring case files awaiting submission and provide effective local governance if files are not submitted on time.

Assist officers in providing early Initial Disclosure of Prosecution Case (IDPC) to ensure defence solicitors have time to prepare the case to allow more cases to be tried at the first hearing.

Assist officers with providing an unused material report at first hearing by offering advice and guidance in line with current CPS guidance to allow more cases to be tried at the first hearing.

Provide a liaison to the CI Silver Cadre to ensure the relevant 'in custody' cases and bail cases are reviewed to ensure the correct outcome decision is made and the appropriate GAP/NGAP file is completed.

Maintain accurate and up to date records of all work undertaken as part of the ERG including spreadsheets records, JAS progress, work returns or other documentation required by internal supervision or external bodies such as CPS.

Maintain effective links between the JD and the Crown Prosecution Service (CPS) and other agencies to optimise working relationships.

E. DECISION MAKING:

Make decisions

Outcome decisions for OIC cases for the progress of the offender: Charge to court, Bail for further evidence, Youth Referral, Summons, Caution, Conditional Caution, Community Resolution, PND, FPN, Drug Warning, NFA.

Incorrect decisions can adversely effect BTP's reputation and impact the lives of people involved in the case.

Prioritisation of workload and time management.

Best practice implementation of changes.

Significant say in decisions

Making recommendations to ERG managers in relation to improvements in ERG processes.

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

Internal

ERG managers

Force-wide with police officers and police staff or all ranks and grades in relation to briefing, guidance and advice on legal and criminal justice developments, initiatives and changes

External

All business partners including:

Crown Prosecution Service: CPS representatives on legal issues and legislation

Her Majesty's Court Service

Home Office

Ministry of Justice

Criminal Justice Systems partners, i.e. Youth Offending Teams, Solicitors

Senior police officers

Other police forces

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

Essential Criteria:

Qualifications and Training:

Educated up to GCSE Level or equivalent

Experience:

Proven experience within a legal environment including an understanding of the CJ process and familiarity with the CPS and Courts process.

Proven experience in evidence review or case file preparation

Must be a willing and able team member with the ability to fit well into a highly pressurised, fast paced, team working environment.

Skills:

Excellent communication skills, both written and verbal; with excellent report writing and keyboard skills.

High attention to detail including the ability to sift through large amounts of material utilising analytical skills to grasp key points

Must be able to prioritise, multi-task, manage time effectively and work to tight targets and external dependent timeframes.

Numerate and confident with technology packages.

Ability to form working relationships with individuals at all levels of the organisation from SCT to operational level.

Excellent interpersonal skills, problem solving skills 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.

Ability to work with minimal supervision; be self-motivated and able to cope under pressure.

Knowledge:

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

Necessity to arrest

PACE

Charging standards

Desired Criteria:

Qualifications and Training:

A recognised legal qualification (e.g. ILEX)

Experience:

ERO trained (Evidence Review Officer)

CPIA trained (Disclosure)

Skills:

Knowledge:

Understanding of operational policing

No Witness No Justice

Victims Code of Practice

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 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

Working a 24/7 shift pattern will include working nights which will often be lone working, which intensifies pressure with urgent in custody charge advice requests.

I. AUTHORISATION DETAILS

Prepared By:

Date:

Division Commander

/FHQ HoD:

Date:

Evaluation Panel:

Date:

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