

Job Description

A Post Details	
Job Title: Legal Researcher	Grade: B001
Department: Justice Solutions	Division: A
Reports to: Senior Legal Development Manager	Contract Type: Permanent
Level of Vetting: <input type="text"/>	Numbers in Post: 2
B Purpose of the Post	
<p>To conduct research into legislative and policy changes, case law decisions and academic material.</p> <p>Providing an initial interpretation of potential legislative, policy and procedure changes, linking in with affected parties, formulating guidance and providing briefings as appropriate.</p> <p>To provide recommendations to the Senior Legal Development Manager based on precedent, policy and best practice.</p>	
C Dimensions of the Post	
<p>Financial - Direct or Non-Direct: Nil</p> <p>Staff Responsibilities - Direct or Non-Direct: Nil</p> <p>Any Other Statistical Data: N/A</p>	
D Principal Accountabilities	
<ul style="list-style-type: none"> • Responsible for carrying out horizon scanning on behalf of BTP, identifying changes to legislation, policy and procedure, Codes of Practice as well as open consultations within Crime, Offender Management and the Criminal Justice (CJ) arena. • Responsible for interpreting potential changes, considering the impact on operational policing and Force functions. • Report research findings; presenting information, conclusions and recommendations within Force guidelines. • Research CJ initiatives, evaluating BTP's compliance and making evidence-based recommendations for implementation. • Responsible for reviewing and updating all relevant Policies and Standard Operating Procedures, ensuring they reflect current legislative and policy requirements. • Undertake legal research as tasked by Senior Legal Justice Development Manager. • Respond to internal legal queries in relation to Crime, Offender Management and CJ, working within strict timeframes to key performance indicators. • Attend external and internal meetings as appropriate. • Attend external conferences and seminars to assist in the interpretation and application of legislative changes and CJ initiatives. 	
E Decision Making	

Make decisions

Prioritisation of workload and time management.

Significant say in decisions

Best practice implementation of changes.

Making recommendations to Senior Legal Development Manager.

F Contact with Others

Internal:

Senior Management Team and senior personnel on legal issues and legislation.

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.

Corporate Communications - to enable effective communication force wide.

External:

All business partners including (but not limited to):

**Governmental Departments including; Home Office, Ministry of Justice and Department for Transport
Her Majesty's Court Service (HMCTS);**

Office for Criminal Justice Reform (OCJR);

Association of Chief Police Officers (ACPO)

Home Office;

Her Majesty's Inspectorate of Constabulary (HMIC);

Crown Prosecution Service (CPS);

Her Majesty's Crown Prosecution Service Inspectorate;

**Criminal Justice Systems partners, i.e. Youth Offender Teams (YOTs), Solicitors
and Probation Services;**

Other police forces.

G Essential Criteria

Qualifications and Training:

- Recognised legal qualification.
- Understanding of policing and the Criminal Justice process.

Experience:

- Proven research experience utilising a range of sources.
- Familiarity with analysing legal materials such as Green Papers, White Papers, Legislative Bills, Acts of Parliament, Hansard and case law.

Skills:

- Excellent communication skills, both written and verbal.
- High attention to detail including the ability to sift through large amounts of material utilising strong analytical skills
- to grasp key points.
- Strong report writing ability.
- Self-motivated and able to cope under pressure
- Ability to forge good working relationships
- Must be able to prioritise and manage time effectively.

Knowledge:

- An understanding of the unique position of the British Transport Police, particularly in relation to the legal implications.

Desirable criteria:

Qualifications and Training:

Honours Law Degree (LLB)

Project Management Qualification

Experience:

Previous role within the Criminal Justice System

Knowledge:

Understanding of operational policing

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, but are not limited to:

Data Protection;

Freedom of Information;

Security of Information;

Government Protective Marking Scheme;

Standard Operating Procedures.

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