

## 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:	Legal Researcher	Current Grade:	B001
Department:	Justice Directorate	Area:	Force Headquarters
Reports To:	Head of Legal Research	No of Posts:	2
Level of vetting:	BV	Post Number:	

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

To conduct research into legislative and policy changes, case law decisions and academic material.

Providing an initial interpretation of potential changes, linking in with affected parties, formulating guidance and providing briefings as appropriate.

To provide recommendations to the Head of Legal Research

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

#### Financial – Direct or Non-Direct

None

#### Staff Responsibilities – Direct or Non-Direct

None

#### Any Other Statistical Data

None

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

Responsible for carrying out Horizon Scanning on behalf of the Force, identifying changes to legislation, policy and procedure, Codes of Practice as well as open consultations within Crime, Offender Management and the Criminal Justice arena.

Responsible for interpreting potential changes, giving consideration to the impact on operational policing and Force functions

Report research findings; presenting information, conclusions and recommendations within Force guidelines

Research criminal justice initiatives, evaluating the Force'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 Head of Legal Research

Respond to internal legal queries in relation to Crime, Offender Management and Criminal Justice, 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 criminal justice initiatives

**E. DECISION MAKING:**

**Make decisions**

Prioritization of workload and time management

**Significant say in decisions**

Best practice implementation of changes

Making recommendations to Head of Legal Research

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

**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

**External**

All business partners including:

Association of Chief Police Officers (England, Wales & Scotland)

Her Majesty's Court Service

Home Office

Ministry of Justice

Her Majesty's Inspectorate of Constabulary

Crown Prosecution Service

Her Majesty's Crown Prosecution Service Inspectorate

Criminal Justice Systems partners, i.e. Victim Support, Youth Offender 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 to degree level or equivalent

Understanding of policing and the Criminal Justice process

**Experience:**

Proven research experience utilizing a range of sources

Familiarity with analyzing 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 utilizing their analytical skills to grasp key points

Report writing

Must be able to prioritize and manage time effectively

**Knowledge:**

An understanding of the unique position of the British Transport Police

**Desired Criteria:**

**Qualifications and Training:**

Honours Law Degree (LLB)

Project Management Qualification

**Experience:**

Previous role within the Criminal Justice System

**Skills:**

Self motivated and able to cope under pressure

Ability to forge good working relationships

**Knowledge:**

Understanding of operational policing

**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 postholder 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

**I. AUTHORISATION DETAILS**

Prepared By: Nadia Ali

Date: 18/06/2014

Area Commander /FHQ  
HoD: Martin FRY D/C/S

Date: 23/06/14

Evaluation Panel: Steve Holmes

Date: 09/07/14

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