

## JOB DESCRIPTION

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:	Witness and Case Review Officer	Current Grade:	A006
Department:	National Justice Department	Division:	All
Reports To:	Witness and Case Manager	No of Posts:	55
Level of vetting:	BV	Post Number:	

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

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.

This will include –

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.

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

#### Financial – Direct or Non-Direct

Direct: Ensuring best costs for witnesses attending court

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

Direct: None

#### Any Other Statistical Data

9,000 Prosecution Files

24,000 Witnesses

2,500 CPS and YOT cases

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

- 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 National 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.
- 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.
- Single point of contact (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.

**REWARD**

**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.

**Significant say in decisions**

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

**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; Public

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

**Essential Criteria:**

**Qualifications and Training:**

Minimum GCSE grade C or equivalent in English and Maths

**Experience:**

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

An understanding of No Witness No Justice

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

**Skills:**

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

**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

**Desired Criteria:**

**Qualifications and Training:**

A recognised legal qualification (e.g. ILEX)

**Experience:**

Proven experience of working in a case progression environment

Previous experience of evidential review

**Skills:**

Confident with IT Packages

**Knowledge:**

No Witness, No Justice, Victims Codes of Practice, Understanding of operational policing, knowledge of evidential review legislation.

**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

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

**I. AUTHORISATION DETAILS**

Prepared By:

Date:

Division      Commander

/FHQ HoD:

Date:

Evaluation Panel:

Date: