

**Cumbria Constabulary
HAY JOB PROFILE**



Job Title:	CJU Case Progression Officer	Department:	Criminal Justice
Reports To:	CJU Team Leader	Location:	South CJU

This job profile has been written primarily for evaluation purposes and may not detail some less major duties allocated to the post holder, nor cover duties of a similar nature, commensurate with the grade, which may from time to time be reasonably required by the relevant manager.

It is the responsibility of the individual employee to comply with the Cumbria Constabulary Health & Safety Policy and all other relevant Health & Safety legislation.

1. JOB PURPOSE

To upgrade Prosecution Files for Magistrates and Crown Court to a standard acceptable for Trial. To carry out enquiries on behalf of the Crown Prosecution Service, CJU Manager, and operational officers as required.

All tasks are time-critical and must be managed to meet deadlines set by the Magistrates and Crown Court for initial court hearing and all subsequent hearings and trials

2. PRINCIPAL ACCOUNTABILITIES

2.1 To input case Information on to the relevant Criminal Justice IT systems within required timescales and deadlines raising postal requisitions where required.

2.2 Complete actions on post first hearing files / files adjourned for upgrade as directed by case progression team leader including requests of transcripts of interviews and the preparation of unused material schedules. (no QA required). Ensuring files are prepared to (but not above) the minimum required standard with out unnecessary additional work to ensure efficiency of process. Disclosure Officer Role, where appropriate,

2.2 Carry out enquiries arising from court files after initial submission, and individually task officers to obtain and conduct enquiries both within the Constabulary and with other forces as required.

2.3 Where appropriate obtain CCTV, video, and photographic evidence from Police and commercial premises.

2.5 Maintain liaison with the Crown Prosecution Service on appropriate cases to ensure

effectiveness and efficiency in relation to the quality of evidence and file format ensuring that files are prepared and submitted to an acceptable standard.

- 2.6 Control and monitor the progress of all court files, ensuring summons are received back from court.
- 2.7 Obtain Medical evidence and other evidence from outside agencies to complete file upgrades.
- 2.8 Organise next day court appearances for any overnight arrests and book court slots and draft statements of fact as appropriate.
- 2.9 Liaison with HM Prison Service for production of prisoners.
- 2.10 Archive of completed files in accordance with MOPI legislation. Resulting and system closure of CJU cases on relevant IT systems.
- 2.11 Check postal requisition wording for accuracy, prior to setting the first Court date and transferring the data to Libra.
- 2.12 Where required, utilise the PNC system when required to obtain vehicle and name enquiry information. Supply previous convictions to operational staff for court files to aide in file preparation prior to submission to CPS
- 2.13 Proactively manage and resolve any partial import of data failures from the Case system, calling on Systems Admin and IT Help Desk for support when necessary.
- 2.14 Provide local support to the Libra, CMS, VPFPO and Compass(or replacement /equivalent systems) interfaces to ensure case file information is effectively transferred and received from the CJU to the relevant partner agencies.
- 2.15 Such other duties commensurate with grade and as may be delegated

3. DIMENSIONS

The post holder has no budgetary or line management responsibility.

The post holder will play a key role in the delivery of criminal Justice services to the constabulary and partner agencies.

The post holder must be aware of the potential legal and performance ramifications of failure to deliver court files and associated information to the required standards and deadlines.

It is required that the Post holder will be cleared to SC level

4. KEY FEATURES

4.1 Framework and Boundaries

Post holders will be experts in file preparation, and are expected to work on their own initiative to upgrade files to standards required for the preparation, processing and submission of prosecution files and the disclosure of unused material.

Each Case Progression Officer is expected to effectively manage their own workload to meet strict deadlines for the Timeliness and Quality of file submissions to CPS.

Advice, line management and guidance is provided by the CJU Team leaders .

4.2 Important Working Relationships

Internal – CJU team members
Scenes of Crime officers, Custody, Video Librarian, Tape summary clerks, Comms Centre, Fingerprint bureau
Police Supervisors, Police Officers (completion of files)
CJU Managers

External –
Crown Prosecution Service
Magistrates Courts
Benefits Agency (benefit fraud)

NHS Trusts (Medical Evidence)

Forensic science service

Defence Solicitors
Probation Service
Youth Offending Service/Youth Justice
Witnesses / members of the public

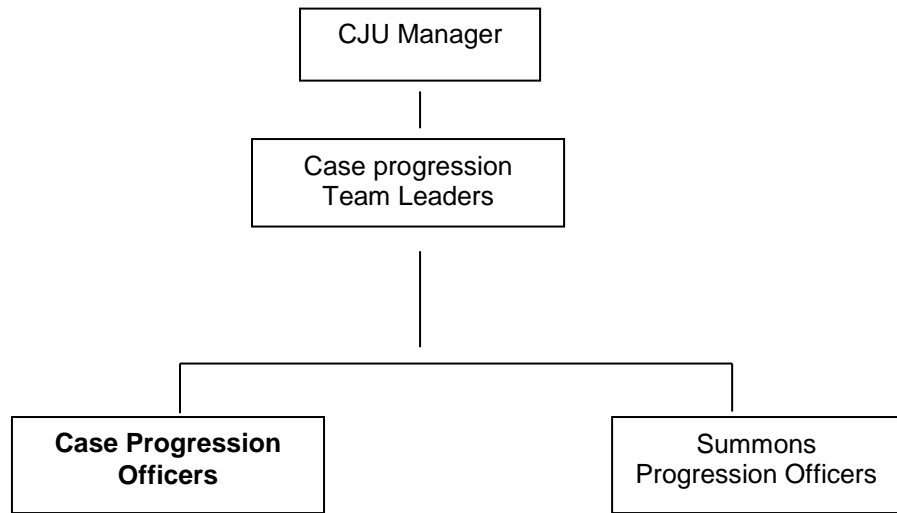
4.3 Major Challenges

The post holder will be expected to have a flexible approach to the nature and pattern of work and will be expected to adapt to changing circumstances within a fast-paced environment.

Process files to the required standards within given critical deadlines and manage own workload to ensure delivery to the required standards.

Communicate effectively with OICs and partner agencies facilitating efficient and effective delivery of CJU services.

5. ORGANISATION CHART



Agreed by Post Holder: _____ **Date:** _____

Line Manager: _____ **Date:** _____

**Head of Department/
Division:** _____ **Date:** _____

CUMBRIA CONSTABULARY

PERSON SPECIFICATION

JOB: Case Progression Officer

	Essential	Desirable
<p>Experience and Knowledge</p> <p>Skills and competencies required. Eg: Geographical knowledge of the area, familiarity with certain legislation</p>	<p>Demonstrate an ability to understand and interpret criminal law correctly.</p> <p>Previous clerical/administrative experience preferably with a legal/police background.</p>	<p>Knowledge of PACE 1984 and Codes of Practice.</p> <p>Knowledge of standards of evidence required for criminal prosecutions and file preparation.</p> <p>Knowledge of criminal and road traffic law.</p> <p>Experience in a Police or similar Criminal Justice environment (or demonstrable competence)</p>
<p>Education and Training</p> <p>General education Specialist training</p>	<p>Educational standard and/or equivalent competence to 3 GCSEs (A-C), to include English</p> <p>Experience of data input to a specialist computer application (not necessarily police-based)</p> <p>IT skills covering Microsoft Office applications.</p>	<p>Police IT systems trained.</p> <p>Experience in report writing and/or taking of statements.</p> <p>RSA II Word-Processing</p>
<p>Competency and Values Framework (Level 1)</p>	<p>Innovative and Open Minded Deliver, Support and Inspire Taking Ownership Critically Analyse Collaborative Emotionally Aware</p>	