



JOB PROFILE

POST TITLE:	Case Progression Officer <ul style="list-style-type: none">• Traffic and Minor process Team• Case Coordination Team
GRADE:	D
DIRECTORATE:	Protective Services – Criminal Justice
RESPONSIBLE TO:	Criminal Justice Supervisor
LOCATION:	Leamington Spa
JOB PURPOSE:	<p>To support officers to ensure prosecution files meet quality and timeliness guidelines as specified within Directors guidance</p> <p>To provide a case management and file building function in relation to the upgrading of all prosecution files in line with national standards.</p> <p>To provide a case management and file building function in relation to road traffic collisions and other motoring offences.</p>

MAIN RESPONSIBILITIES:

1. To identify, obtain and collate additional information, including witness statements, defendant interviews, unused material, exhibits (CCTV), medical and forensic evidence etc., and necessary to prepare a full prosecution file in line with DPP Guidance, for crime, traffic and process related files.
2. To be the single point of contact with Crown Prosecution Service for all queries, additional evidence requirements for Court and unresolved issues.
3. To edit Unused Material and complete Disclosure Schedules in readiness for Officer in Case review/sign off.
4. To use digital playback systems to view CCTV footage ensuring the footage is evidential and that it is in the correct format for onward transmission to the CPS.

5.	To create, update and maintain a 'Bad Character' Library, assisting officers and in preparation for a successful prosecution case.
6.	To provide advice and support to operational officers on file preparation, quality and timeliness, including collision investigation.
7.	Gather information from a range of sources in order to support action. Ensure the information is obtained ethically and in accordance with relevant legislation and policy.
8.	Make best use of technology in order to support performance and interrogate Force systems such as PNC, GENIE, CRASH, PentiP, NDORS, PNLD and Athena to gather evidential information that can be used in securing a successful prosecution.
9.	To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.
Special Conditions:	<p>Exposure to disturbing/unpleasant images or tasks.</p> <p>Working hours between 0700 and 1700hrs within the Flexi- time scheme with a requirement to work outside of core office hours (0800-1600) on a rota as required.</p>
Security level:	RV

PERSON SPECIFICATION

Knowledge:

- Educated to A level or equivalent qualification.
- Demonstrable understanding of the Criminal Justice System, in particular with regard to the evidential requirements necessary for a successful prosecution.
- Demonstrable understanding of the processes involved in bringing Offenders to justice.

Experience:

- Experience of researching and collating complex information and presenting accurate, comprehensive documentation demonstrating a thorough attention to detail.

Key Skills:

- Competent in the use of IT, including Microsoft packages.
- Proven ability to work under pressure, able to manage high workloads to strict deadlines.
- Proven ability to communicate at all levels, in writing and verbally.

BEHAVIOURS: PRACTITIONER

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level **1** of the CVF.

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