

Job Title: Court Presentation Officer	
Job Evaluation Number	B804

JOB DESCRIPTION

Job Title: Court Presentation Officer (CPO)	Location: Headquarters North
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Senior Court Presentation Officer	Band level: 3G
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: review, prepare and present cases/orders or notices in which the Police have been given the authority to do so in Magistrates Courts. Consider evidential and public interest tests, make decisions regarding the applications or prosecutions and case manage such cases.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Attend and present Cases/Orders or Notices in which the Police have been given the authority to do so in Magistrates courts as required. This includes presenting a strong application and the facts of the case and its context in response to mitigation posed, legal arguments or as directed by the magistrates to provide clarity. Liaise with the defendants or interested parties at court over potential trial issues or procedures.
2. Effectively manage daily court listings ensuring cases meet the prosecution and evidential standards and are prepared for presentation and dealt with expeditiously limiting adjournments. Make effective decisions to resolve cases that fail to meet the above standards recommending further work, withdraw or adjourn.
3. Liaise with Court Legal Advisor regarding workloads and court admin staff regarding progress of individual cases. Prioritise cases adjourning where appropriate.
4. Communicate appropriately with relevant parties (both internally and externally) such as officers, TVP lawyers, Defence solicitors, CPS, Court, Probation and Witness Care Units in light of the requirements of the different cases being handled and processed.
5. Undertake file management of those offences and ensure they are ready for hearings or trial, such as determining relevant witnesses and clarifying any other of issues. Maintain a database of case outcomes.
6. Whilst complying with The Data protection Act effectively use bespoke software to effectively manage cases and assist the Court. This includes presenting cases from laptops or tablets and managing them accordingly and arranging advising witness availability for trial.
7. Feedback to the Criminal Justice Unit and other relevant departments providing evidence and feedback to ensure continuous development. To result court files following the hearing, advice officers or departments of file upgrade requirements and notify Witness Care Unit of witnesses for Trial. Identify prosecution issues and make recommendations to departments or individuals and identify training issues.

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c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, and the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

Key contacts for the post holder will need to be built and developed with the following; Court Legal Advisor, Court Usher, Magistrates and those attending court, (such as Defence solicitors). In the longer term, building contacts with agencies who support victims will become more important too. Internal communications include Criminal Justice and officers and other departments providing evidence and cases. Those officers could be LPA uniform officers, specialist detectives and Case Investigators and supervisors of the same.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Evidence of speaking and presenting to large audiences and an ability to communicate at various levels otherwise excellent verbal and written communication skills.	E
2. Ability to work to deadlines, under pressure and in the face of unrealistic demands.	E
3. Excellent planning, preparation and organisation skills in particular the identification of problems and issues at the earliest stage and managing them (complicated cases).	E
4. Ability to work as part of a team which is essential as you will be relying on other colleagues decisions.	E
5. A full UK driving license as the role holder will be expected to drive policing vehicles (marked and / or unmarked) for travel across Thames Valley and Hampshire at any time during the day* whilst undertaking all assignments in a timely manner.	E
6. Applicants will be required to demonstrate relevant experience and proven skills in the criminal justice arena and good knowledge of crime, traffic and court procedures. Also, an understanding of relevant legislation as it applies to the role.	E
7. A proven ability to be flexible and pragmatic with experience of effective decision making at all levels	E
8. Strong MS Office IT skills, including Word and Excel. Experience of working with databases although full training will be given	E
Additional comments: * working hours and level of flexibility are specific to each role and will be discussed at interview.	