

Job Title: Prosecution Case Worker	
Job Evaluation Number	B923

## JOB DESCRIPTION

<b>Job Title:</b> Prosecution Case Worker	<b>Location:</b> South East Regional Organised Crime Unit (SEROUCU)
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> DS Investigations Team	<b>Band level:</b> 3H
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** assist all investigating officers in all criminal/civil investigations (either in the Magistrates/ Crown Courts or Civil High Courts) in the difficult and complex presentation of criminal investigations, complying with ACPO/CPS/Statute/stated case guide lines on disclosure (CPIA).

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. Act as Disclosure/exhibits Officer dealing with CPIA and management of documentation and exhibits created during an investigation Magistrates / Crown Court and Civil High Court in to provide a fair process for a trial.
2. Build files for criminal investigations, ensuring all MG forms are completed, statements, exhibits, unused material are submitted within designated time periods as defined in ACPO guidelines and submission to CPS. Contact officers who attend on warrant to send general disclosure requests, updating relevant systems as to decisions in relation to disclosure and producing further documentary information. Collate disclosure requests, sending further evidence to CPS, MG 20'a if necessary.
3. Create file documentation, ensuring all information is correctly recorded and disseminated to maintain the integrity of the investigation and that of the database itself.
4. Input documents and entities into Altia case management systems, ensuring correct naming conventions are used and linking/indexing is completed to a very high standard of attention to detail. Scan and create digital files in relation to financial documents. Produce schedules, reports and intelligence logs as required."
5. Attend Magistrates/ Crown Courts and High Court as Disclosure/exhibits officer & liaise with CPS/Prosecuting counsel/ Defence solicitors and defence Counsel and Court.
6. Interpret PNLD/NICHE/PNC databases, ensuring information is maintained to ensure the integrity of the system.
7. Assist with the training of new staff in the use of the ALTIA case management to ensure the effective dissemination of working practices.
8. Maintain knowledge on new case law and legislation, stated cases on CPIA /disclosure of material. Attend courses on the same and impart current best practise on the same to staff in the ROCU/Completion of NCALT training packages.

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

**Further Comments:**

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The role of (PCW) Disclosure officer is a very important role in any investigation, dealing with material gathered during any investigation, which may or may not have an impact upon the prosecution or defence case. If the role of disclosure officer is not adhered to and material is not disclosed or disclosed incorrectly then the investigation once in the court system, could be discontinued due to an abuse of process and an unfair trial, which may result in civil litigation or a criminal investigation.

As a disclosure officer, the preparation of and submitting comprehensive reports to the crown prosecution service material which might satisfy the disclosure test. Conduct continuous regular reviews of material obtained during the course of the investigation thereby providing a proper and fair disclosure of all material held. The post holder will be required to deal with unused material created or obtained during an investigation, Third party material, completion and recording of and schedule of non-sensitive and sensitive unused material, reasoning why material should or should not be disclosed.

Liaison with the Crown prosecution service, barristers and other judicial authorities, attending meetings, case conferences, proving advice and guidance on material disclosed, providing additional disclosure evidence when required at the request of the CPS or upon receipt of a defence statement.

#### 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.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Experience and knowledge of court process, case file building and completion of the Prosecution Manual of Guidance (MG forms) <b>(training will be given)</b> .	E
2. Good knowledge of Criminal Procedure Rules CPIA (Disclosure of material) and the Attorney Generals Guidelines on Disclosure in criminal and civil investigations. Ability to deal with sensitive/confidential information.	E
3. Good communication skills (both oral and written) with the ability to effectively engage with internal and external partners.	E
4. Proven experience of working within a team environment with demonstrable organisational and time management skills.	E
5. Proven IT skills including a working knowledge of Word, Excel and databases as well as ability to learn new systems and to disseminate large amounts of data.	E
6. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
7. Proven commitment to continued professional development.	E
8. Knowledge of ALTIA Case Management system.	D

**Additional Comments:** \*Although the post has a location with the Region, post holder must be flexible, as they may be required to work at various locations throughout the South East Region dependant on operational necessity. At times, the role will require the post holder to work at locations outside the South East Region which may require conducting enquires outside the UK jurisdiction.