

Job Title: Early Outcome Team Officer	
Job Evaluation Number	C325

JOB DESCRIPTION

Job Title: Early Outcome Team (EOT) Officer	Location: Various
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Inspector (Criminal Justice)	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: intervene in relevant crime categories to improve the management of cases, increase the timeliness and volume of positive outcomes to deliver a consistent force wide approach to crime resolutions.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects 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. Undertake early contact with the OIC in order to discuss the investigation, improve the management of the significant risk associated with the risk crime categories and reduce the time taken for a proportionate CJ outcome to be achieved and delivered. Work with the OIC to Increase the volume and timeliness of positive outcomes for offences. Provide performance information to allow the CJ Inspector to monitor workload, identify good practice and areas for improvement.
2. Support the OIC to secure a timely charging decision from the CPS, accessing timely ERO assistance. Facilitate the closure of cases where the decision is to NFA (No Further Action), including direct liaison with the scrutineers to complete all administrative tasks needed to achieve this. Liaise with the Scrutineers to support any reclassifications and/or no criming of cases. When required make best use of out of court disposals and diversionary options. Ensure the identified crime categories are correctly classified, liaising with force crime scrutineers to ensure compliance with Home Office Crime Recording and Crime Data Integrity.
3. Reduce pressure on frontline officers by supporting the OIC to progress outstanding investigative actions in line with the agreed plan - Identifying opportunities to provide direct support to the OIC to expedite the investigation, where possible, ensuring all additional work requests have been completed and submitted, liaising with enabling teams. Prioritise investigations based upon Threat, Harm Opportunity and Risk. Manage a caseload maintaining prompt and accurate records of actions on TVP systems evidencing full compliance with the victim and witness charter.
4. Keep up to date with legislative / statute changes, Force policies and procedures to ensure compliance e.g. case law, Home Office Circulars, DPPs Guidance documents, Victims Code, Codes of practice, or any other legitimate source.
5. Prevent violent crime offences being 'lost' amongst complex investigations by ensuring an early resolution where appropriate. Improve the speed and effectiveness of the case moving through the criminal justice system. Use Out of Court disposals to monitor the success in reducing the re-offending rates of those individuals involved.
6. Provide advice, guidance, training & development to Officers & Police Staff whilst ensuring compliance with legislation/policy. Provide feedback to officers to ensure continued professional and organisational learning.

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c. **DIMENSIONS:** Include matters such 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:
The role holder will need to work with partner agencies, building and maintaining relationships. This will be to ensure risk is managed e.g. threats to kill and / or Safeguarding of those most at risk. They must understand current crime trends and how this relates to cross county lines criminality.
The EOT priority is to intervene on in-custody cases. Contact the suite, review evidence, exhibits, suspect (grounds to remand) and act appropriately – advise & support on investigative progress, understand the end journey and advice on suitable outcomes, interview, Mg3 inputs, Mg7's, ERO decisions, assist in taking to CPS Direct.
Expectation that all arrests and voluntary interviews for these offences will be referred to the EOT however monitoring of Command and Control, custody and Niche required (including overnight crime so actions can be set, and custody can be attended as soon as is possible).
Seek to charge and remand suspects in custody when appropriate Charge and remand sought in all cases where applicable. Where remand not justified, bail is next option to manage risk posed and to ensure fast turnaround of actions.

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.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. Proven experience of problem solving and decision-making.	E
2. Strong interpersonal skills, including negotiation and influencing skills. Ability to work quickly and accurately whilst under pressure to non-negotiable deadlines.	E
3. Strong MS Office IT skills, including Word and Excel.	E
4. 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
5. Must be able to identify relevant lines of enquiry and provide guidance on investigative best practice with the OIC. Willingness to complete initial police staff investigation training (module 1) or possess similar investigative experience.	E
6. Must understand PACE legislation, home office counting rules and have a broad understanding of the public interest test in relation to crime management.	E
7. Knowledge and/or experience of the English Legal System.	D
Additional comments: * At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	