

Job Title: Bail Manager	
Job Evaluation Number	C153

## JOB DESCRIPTION

<b>Job Title:</b> Bail Manager	<b>Location:</b> Various
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Senior Evidential Review Officer	<b>Band level:</b> 3G
<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:** oversee TVP's bail management and Electronic Monitoring (EM) processes and responsibilities.

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. Use relevant tools track and monitor all TVP investigations where pre charge bail has been granted to ensure positive outcomes are secured at court.

2. Provide advice to investigators on a range of investigative issues (e.g. pre charge bail enquiries, complex cases, bail proportionality issues) to ensure opportunities for successful court outcomes are maximised.

3. Act as SPOC (Single Point of Contact) for the Force, Crown Prosecution Service and the courts for all pre charge bail to ensure an efficient and effective service is provided at all times.

4. Provide performance data for monitoring purposes by internal and external stakeholders (e.g. CJ, Service Improvement, Crown Prosecution Service), responding within a defined timescale to ensure appropriate dissemination.

5. Act as the point for contact for operational issues arising from pre charge bail to ensure the process is completed consistently, accurately and in a timely fashion.

6. Quality assure applications for courts and Crown Prosecution Service to ensure accuracy at all times.

7. Act as a SPOC for Niche Custody data quality issues, ensuring issues and discrepancies are addressed and resolved to ensure business continuity.

8. Act as point of contact for operational issues arising from electronic tagging to ensure accuracy and consistency whilst providing administrative support. Provide advice and support in respect of development and delivery of training for staff around bail and electronic tag monitoring.

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:**

The greatest demand on the Bail Manager will be to monitor all pre charge bail cases through the investigative process. Key dates throughout the investigative process must be met and authorities in place before deadlines expire. In order to achieve this a Bail Tool is available which will present the user with a visual representation of each case.

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The Bail manager will discuss investigations with investigators across the force including Major Crime, Roads Policing, etc. Discussions around the proportionality of Bail conditions will take place. Bail Managers will review investigations on NICHE and may set actions for investigators to complete in order to make pre charge bail applications successful.

The role includes negotiating with agencies such as The Crown Prosecution Service, Courts and authorising officers up to the rank of ACC. The role holder will influence Officers who make pre charge bail applications, ensuring bail conditions are proportionate and guide applications them through the process.

Bail Managers will be required to keep abreast of Bail Legislation changes and adapt their working practice. It is expected that the Bail Manager will adapt working process on behalf of the Force. There are no line management responsibilities for Bail Managers, this will mean role holders will have to ensure that their portfolio of work is covered by another Bail Manager when absent from work. The role also has the potential for remote working.

The Bail team may be required to support LPAs/OCUs with ongoing management of cases released under investigation.

The Bail team are also responsible for developing and administering the force processes around the MoJ electronic monitoring process, including liaising with key internal and external stakeholders to manage, monitor and evolve the use of this technology.

It is preferable that the role holder understands the investigative process. It is essential that NICHE can be accessed and updated, and a thorough knowledge of police bail is required.

#### 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. In depth knowledge, understanding experience of interpreting Bail legislation	E
2. Proven ability of clear and concise written and verbal communication and ability to pay attention to detail, producing accurate work with demonstrable experience of resolving issues from a differing range of internal/external customers.	E
3. Proven experience of intermediate level MS Office IT skills (including Word & Excel) with a proven ability to input, update and retrieve system information (computer/manual). Experience of learning new IT systems	E
4. Proven ability to make sound and time effective decisions whilst maintaining composure under pressure.	E
5. Maintain a high degree of integrity and trust when dealing with sensitive/classified information.	E
6. Experience of working within a team environment with demonstrable organisational and time management skills.	E
7. Previous investigative experience with the confidence to set targets and provide advice to investigating officers.	D