



ROLE PROFILE

Post Title:	CJ Administration Assistant	
Grade:	LC 4 - 5 (progression arrangements apply)	JE: 1313
Location:	Various	
Responsible to:	CJ Team Leader	

Job Purpose:

To deliver professional, efficient and effective corporate administrative support in relation to criminal justice matters.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Work in a multifunctional team to deliver cost-effective criminal justice administrative processes, ensuring compliance with legal requirements, corporate standard procedure manuals and policy agreements, whilst successfully managing demand to achieve and sustain the required performance levels. Over time, there will be a requirement for staff to gain experience of all functions within the team.
- Contribute to the development of efficient corporate systems and processes in relation to criminal justice procedures, particularly in relation to criminal justice administration.
- Provide advice and guidance to staff, officers and other departments in relation to the submission and content of prosecution files, in all cases emphasising the need to focus on a 'right first time approach'.
- Closely monitor adherence to procedural and legal requirements, Home Office initiatives and Service Level Agreements with other agencies and departments; take prompt action to address non-compliance by the most appropriate method, highlighting to supervision as appropriate.
- Interrogate Constabulary IT systems in accordance with corporate policies and procedures and accurately maintain, input and extract data throughout all CJ administrative processes.
- Maintain and accurately update manual/electronic filing systems, archiving and retaining documents for the appropriate periods when cases are finalised.

- Photocopy and process manual/electronic documentation as required; prosecution files, various records, forms and exhibits and forward to other criminal justice agencies as appropriate meeting timeliness and quality requirements.
- Be responsible for the security, indexing and cataloguing of audio, video and digitally recorded evidence.
- Action court files post hearing in accordance with instructions, reason for adjournment or disposal.
- Deal with general enquiries from Police Officers, members of the public, other Departments & Divisions, Crown Prosecution Service, HM Court Service and other Police Forces and agencies, both in writing and via the telephone, enhancing customer satisfaction.
- Adopt a continuous improvement approach, taking opportunities to reduce the administrative burden whenever possible, particularly in respect of operational police officers.
- Operate in an innovative and problem solving manner, positively implementing change and understanding the rationale behind it.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	Level 1	Interview
We take ownership	Level 1	Interview

Inclusive, enabling and visionary leadership

We are collaborative	Level 1	Interview
We deliver, support and inspire	Level 1	Interview

Intelligent, creative and informed policing		
We analyse critically	Level 1	Interview
We are innovative and open minded	Level 1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
Integrity	Impartiality
Public Service	Transparency

Qualifications		
Essential	Desirable	To be identified by
	ability to type at 35 wpm	Application form
	Minimum of 4 GCE/ GCSE's grade C (or equivalent) including English	Application form
Knowledge/Experience		
Experience of working in an administrative/clerical role within a busy office environment dealing with confidential information	Previous experience of working within a Criminal Justice or legal environment	Application form and interview
Experience of inputting, updating and maintaining manual and electronic filing/recording systems	Experience of using Microsoft Software Applications, including MS Office – Word, Excel, PowerPoint & Access	Application form / interview / assessment
Experience of producing accurate records demonstrating a high level of attention to detail		Application form / Interview / assessment
Experience of dealing with		Application form and

members of the public and working in partnership with other departments and agencies		interview
Experience of working effectively as part of a team		Application form and interview
Experience of working to deadlines and tight timescales, within a busy environment		Interview
Experience of working with minimal supervision, organising and prioritising own workload		Application form / Interview / assessment
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
A flexible approach to working hours and practices		Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: January 2022

LANCASHIRE CONSTABULARY
CJ ADMINISTRATIVE ASSISTANT LC 4-5
PROGRESSION ARRANGEMENTS

The following arrangements are subject to the needs of the post and not the post holder.

These arrangements do not prevent management seeking authority to appoint at any spinal column point in the LC 4-5 range, subject to the individual meeting the progression criteria.

LC 4 on appointment (bar at the top)

Appointees to this post will normally commence at Spinal Column Point 9.

LC 5

Post holders can apply to progress to LC 5 when they can evidence:

- A comprehensive / specialist knowledge of CJ departmental procedures
- Contributing to devising and implementing new procedures
- Providing training to other team members
- Using initiative to resolve problems
- Issuing advice and guidance to officers and staff and external bodies

Performance will be assessed by line managers via Performance Development Reviews.