



ROLE PROFILE

Post Title:	Case Builder	
Grade:	LC 6	JE: 1695
Location:	Leyland	
Responsible to:	Case Builder Manager	

Job Purpose:

To deliver professional, efficient and effective corporate case file preparation in relation to criminal justice matters.

To support the work of the operational officer(s) by assuming responsibility for the upgrading of prosecution files together with providing advice and assistance on matters relating to the preparation of prosecution files.

Act as Disclosure Officer in accordance with the Criminal Procedures and Investigations Act 1996 ensuring compliance with pre-trial issue requirements.

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.

- Contribute to the development of efficient corporate systems and processes in relation to criminal justice procedures, particularly in relation to case file preparation with the ability to work according to specific policies and procedures with infrequent monitoring.
- Provide advice, support and guidance to staff, officers and other departments in relation to the quality and content of prosecution files, in all cases emphasising the need to focus on a 'right first time approach' and undertake training of new Case Builders.
- Deliver cost-effective case file preparation, ensuring compliance with legal requirements, corporate standard procedure manuals and policy agreements whilst successfully managing demand to achieve and sustain the required performance levels and applying the principles of:
 - Director of Public Prosecution's Guidance on Charging
 - Criminal Procedure Rules, particularly Rule 3 (Case Management)
 - Manual of Guidance and Disclosure Manual
- Deal with complex cases and procedures and issue detailed advice and guidance in relation to case file preparation.
- Frequently negotiate with other agencies to achieve proportionate file build within prescribed targets and regularly liaise with CPS lawyers

- Closely monitor adherence to procedural and legal requirements, Home Office initiatives and Service Level Agreements with other agencies and departments such as HQ Scientific Support Imaging Unit and Crime Scene Investigators, Evidence Related Property, the Crown Prosecution Service and HM Court Service; take prompt action to address non-compliance by the most appropriate method, highlighting to supervision as appropriate.
- Use Constabulary IT systems in accordance with corporate procedures to maintain, input and extract data during case file preparation.
- Attend and actively contribute to team meetings focussing on improving performance and standards of case file preparation.
- Adopt a continuous improvement approach, taking opportunities to reduce the administrative burden whenever possible, particularly in respect of operational police officers; implementing proportionate file build to reduce unnecessary attendance at Court of police officers, victims of crime and witnesses.
- In accordance with the Manual of Guidance, upgrade files, to a high quality standard by obtaining the outstanding evidence required and preparing the file to 'Trial Ready' status.
- Advise and assist the operational officers (both pre and post charge) in respect of the preparation, construction and submission of files, in particular Manual of Guidance requirements, evidential continuity and unused material.
- As directed by Crown Prosecution Service, undertake further evidential enquiries and reply to those enquires within agreed time-scales.
- Where the Case Builder is responsible for the preparation of upgraded file, (pre or post charge), assume the role of Disclosure Officer, thereby undertaking the principle duties as defined in the Act and adhering to the principles of the Criminal Procedures and Investigations Act.
- Deal with general enquiries and make requests for information from Police Officers, members of the public, other Departments and Divisions, the Crown Prosecution Service, HM Court Service and other Police Forces and criminal justice agencies, both in writing and by telephone
- Meet local Performance Management targets and contribute to the Force's overall performance in respect of the quality and timeliness of file submissions.
- 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 2	Interview
We deliver, support and inspire	Level 2	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
Successfully complete the CILEx Specialist Course in Disclosure within two years of appointment to post		Application Form
Completed the Case Builder training course or equivalent or be willing to undertake		Application Form
Knowledge/ Experience		
Experience of working within an administrative/clerical role within a busy office environment dealing with confidential information		Interview

Experience of inputting and maintaining computerised and manual filing/recording systems	Experience of interrogating computer systems to produce reports and management information	Interview
Experience of dealing with members of the public and working in partnership with other departments and agencies		Interview
Experience of working effectively as part of a team		Interview
Experience of working to deadlines and tight timescales, within a busy environment		Application form/interview
Experience of working with minimal supervision, organising and prioritising own workload		Application form/interview
Experience of producing accurate written information and demonstrate a high level of attention to detail	Basic knowledge of the workings of the Criminal Justice System, legal definitions and associated points to prove.	Application form/interview
Experience of interpreting complex rules and identifying options		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	Full driving licence.	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 2020