



## ROLE PROFILE

<b>Post Title:</b>	Court Presentation Officer	
<b>Grade:</b>	LC7	<b>JE: 1329</b>
<b>Location:</b>	Central Process Unit, Hutton	
<b>Responsible to:</b>	Senior Court Presentation Officer	

### Job Purpose:

To provide support and assistance in preparing and progressing specified Cases. To provide evidence in Court to support Lancashire Constabulary specified proceedings prosecutions. To quality assure files of evidence for first hearing offences and prepare files for trial to ensure the successful prosecution of offenders. Ensure cases are dealt with in a timely, professional and accurate manner.

### 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.**

- Manage, review and progress specified cases; ensure all relevant checks have been carried out prior to first hearing and information available to support Lancashire Constabulary's prosecutions.
- Attend designated Magistrates' Courts and present case facts in the Courtroom and provide expert advice in respect to specified cases.
- Deal with legal arguments and defence applications in specified offence cases, write instructions for further enquiries/evidence where necessary and assist with dynamic case management by identification of trial issues.
- Respond to enquiries from members of the public and defence representatives.
- Liaise with partner agencies to ensure that points of law are clarified and requests for further information are dealt with to ensure swift and sure justice is delivered

- Check document productions at Court and conduct necessary checks with PNC, Motor Insurance Bureau and Insurance Companies for court purposes.
- Withdraw flawed cases and liaise with CPU management and Police Officers regarding systematic failures and/or evidence quality.
- Assist the Court in determining the outcome in 'exceptional hardship' cases by proactively questioning details provided by the offender.
- Liaise with Court Legal Advisor regarding workloads to ensure efficient throughput of cases.
- Apply for Court costs on behalf of Lancashire Constabulary.
- Closely monitor adherence to procedural and legal requirements.
- Contribute to the development of efficient corporate systems and processes in relation to criminal justice procedures, particularly in relation to case file preparation and presentation at Court and ensure the CPU Manager is informed of all changes in Law, Force Policy and procedures that are likely to affect the work of the CPU.
- Comply with Data Protection Act procedures in dealing with Magistrates, Legal Advisors, administrative staff and members of the public.
- Use Constabulary IT systems in accordance with corporate procedures to review, maintain and extract data during case file preparation and court presentation.
- Where the Court Presentation Officer is responsible for the preparation of upgraded files, assume the role of Disclosure Officer, 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, the Crown Prosecution Service, HMCTS 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 undertake other duties and additional responsibilities 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:		
<b>Resolute, compassionate and committed</b>		
<b>Behaviour</b>	<b>Level</b>	<b>To be Identified by</b>
We are emotionally aware	2	Interview
We take ownership	2	Interview
<b>Inclusive, enabling and visionary leadership</b>		
We are collaborative	2	Interview
We deliver, support and inspire	2	Interview
<b>Intelligent, creative and informed policing</b>		
We analyse critically	2	Interview
We are innovative and open minded	2	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.

<b>Values :</b>	
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.	
<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
Hold a relevant ILEX qualification or equivalent or be willing to complete within 1 year of appointment.	Law (LLB) Degree	Application form
Have completed or be willing to complete the Court Presentation Officer training.		Application form
<b>Knowledge / Experience</b>		
Experience of maintaining strict confidentiality, using tact	Experience of presenting evidence in court	Application form/interview

and diplomacy where applicable.	and knowledge of court procedures and protocols.	
Experience of providing specialist advice and guidance to staff and managers on policy and procedures.	Knowledge of the Criminal Justice System.	Application form/interview
Experience of dealing with members of the public and working in partnership with other departments and agencies.	Experience of interviewing members of the public.	Interview
Experience of working with minimal supervision, organising and prioritising own workload whilst working to deadlines within a busy environment.		Application form/interview
Experience of working effectively as part of a team.		Application form
Experience of working on own initiative to investigate and/or analyse problems, developing solutions and taking appropriate timely action to resolve.		Application form/interview
Experience of interpreting complex rules and identifying options.	Knowledge of current road traffic legislation and rules of evidence.	Application form/assessment
Experience of producing accurate written information and demonstrate a high level of attention to detail.		Application form
Experience of using Microsoft Software applications.	Knowledge of Force I.T. systems.	Application form
<b>Other</b>		
A flexible approach to working hours and practices.		Interview
Hold a full Driving Licence and successfully complete the Force Basic Driver Assessment		Application form/driving assessment
Ability to travel on Constabulary business.		Interview
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 staff

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 deems appropriate.

**Date last updated: March 2019**