



ROLE PROFILE

Post Title:	Evidence Review Officer (ERO)	
Grade:	LC7	JE:1919
Location:	Divisional BCUs	
Responsible to:	Case Builder Manager or RASSO Case Progression Manager	

Job Purpose:

To assess digital cases submitted by investigating officers, applying all relevant legal policy, guidance and national protocols governing the submission of criminal evidence and case files.

To ensure cases meet evidential requirements and conform to National File Standards, identifying any deficiencies and providing detailed guidance for the officer in the case to address.

To perform the police supervisor's review and authorise submission of cases to the Crown Prosecution Service (CPS) to facilitate swift charging decisions.

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.

- Conduct Evidential Reviews
- Improve pre-charge case file quality
- Deliver individual feedback to officers, highlighting evidential shortcomings to be addressed prior to re-submission and/or where police charges, Out of Court Disposal, referral to Youth Offending Team or No Further Action may be/are more appropriate.
- Perform the role of Police Supervisor, adopting a 'right first time approach' to ensure cases meet evidential requirements and the National File Standard, conduct the supervisor's review and provide the charging rationale prior to submission of digital cases to the CPS for charging decisions.
- Quality assure the work of Officers and identify any shortcomings and training needs
- Provide guidance to front line police officers and staff in order to pursue and document all reasonable lines of enquiry.
- Ensure all legal policy, guidance and national protocols governing the submission of evidence, disclosure of unused material, reviewing of third-party material, provision of visually recorded evidence and consideration of special measures for vulnerable victims, are applied.
- Apply and share expert knowledge of relevant legislation, statutes and protocols and maintain continuous professional development to sustain knowledge levels and awareness of all current and emerging national guidance and legislation pertaining to criminal

prosecutions across the range of offence/offender types and other considerations.

- Utilise Constabulary IT systems to digitally review and submit cases to CPS in accordance with national and force requirements, Connect processes/workflows and the Two-Way Interface.
- Regularly liaise with police officers/staff and CPS lawyers/staff, taking prompt action to address non-compliance with requests, escalating to reporting line managers as appropriate.
- Adopt a continuous improvement approach, taking all opportunities to avoid delay and deliver a high quality of service to victims and witnesses.
- Possess a full driving licence and work in a flexible manner to meet operational and business needs across the force area.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.
- To act in accordance with the force Code of Ethics and Standards of Professional Behaviour.

Behaviours:

The Competency and Value 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 this link:

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

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

Behaviour	Level	To be identified by:
Resolute, Compassionate and committed		
We are emotionally aware	2	Interview
We take ownership	2	Interview
Inclusive, enabling and visionary leadership		
We are collaborative	2	Interview
We deliver, support and inspire	2	Interview
Intelligent, creative and informed policing		
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 areas in Level 1 and Level 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
<u>ILEX Specialist Course in Disclosure</u> or willingness to undertake within two years of appointment		Application Form
Evidence of continuing professional development		Interview
Knowledge / Experience		
Knowledge of criminal law and procedures relating to the prosecution of offenders	Knowledge of policing and the criminal justice system	
Experience of working in a busy investigative, policing or legal environment		Application Form / Interview
Experience of undertaking evidential reviews and/or case file preparation	Knowledge of CPS and Court procedures	Application Form / Assessment
Experience of delivering feedback, negotiating and influencing others and providing sound rationale for your decisions		Interview / Assessment
Experience of working effectively in a fast-paced, team environment	Experience of leading a team	Application Form / Interview
Experience of working to tight deadlines and external timeframes		Application Form
Experience of utilising analytical skills to absorb information and identify key points		Interview / Assessment
Experience of working accurately to high standards with minimal supervision, organising and prioritising workloads		Application Form
Experience of maximising use of IT systems/packages and utilising good keyboard skills	Experience of using Connect	Application Form / Interview
Other		
An acceptable level of sickness absence in accordance with force policy		Attendance to be checked post interview

		by Recruitment for internal staff, via references for external applicants
Full driving licence		Application Form
A flexible approach to working practices, hours and locations		Interview

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Constabulary/Criminal Justice Department reserves the right to select the most suitable candidate based upon any combination of assessments that it deems appropriate.

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