



## JOB DESCRIPTION QUESTIONNAIRE (JDQ)

**DIRECTORATE:** Local Policing and Criminal Justice  
**AREA/DEPT:** Criminal Justice  
**SECTION:** Prosecutions Unit  
**JOB TITLE:** **CASE BUILDER**  
**REPORTS TO:** Prosecutions Supervisor  
**CURRENT RANK/GRADE:** **GRADE D**  
**DATE:** September 2016

### 1. JOB PURPOSE:

To reduce the administrative burden on operational officers assuming responsibility for upgrading of prosecution files in accordance with National File Building Standards and to present specified cases at Magistrates court dealing with queries, legal matters and applying for costs.

### 2. PRINCIPAL ACCOUNTABILITIES:

- a) Prepare prosecution cases in accordance with National File Standards to maximise operational availability. Obtain and process all forms of evidence for case building, e.g. written statements suitable for use as evidence in court, audio/visual recordings, medical evidence, forensic evidence, sensitive unused material to ensure effective file build and meet requirements of the National Performance Framework.
- b) Act as the designated Disclosure Officer in accordance with the Criminal Procedures and Investigations Act 1996 to ensure compliance with our legal obligations.
- c) Respond to Criminal Justice partner communications within prescribed timescales in accordance with National File Standards to ensure effective prosecutions.
- d) Attend court when necessary to present Police Led Prosecution cases, ensuring correct preparation of evidential and legal issues, ensuring compliance with Data Protection Act procedures, checking validity of all documents produced (e.g. driving licences, insurance certificates etc.) liaising with defendants over potential plea issues, arranging any trials and adjournment dates and ensuring that costs are applied for on behalf of Merseyside Police.

- e) Liaise with the Prosecutions Supervisor and/or Force Solicitor where appropriate for any reason where it is considered that appropriate legal advice should be sought before proceeding to ensure that the correct process is followed at all times to achieve the best possible outcomes at court.
- f) Record court outcomes and rationale for withdrawn cases on relevant Force systems to ensure accurate records are maintained.
- g) Take responsibility to maintain continuous professional development in order to be provide expert advice and support within the role and to operational officers and police staff regarding case preparation and Criminal Justice processes and procedures for continuous improvement in terms of prosecutions.
- h) Attend QEII Crown Court as Single Point of Contact to ensure effective progression of cases at court.

### **3a. KNOWLEDGE AND EXPERIENCE:**

Sound knowledge of law, police and procedures is required to prepare files to the required standard and give advice when required. This will include an excellent knowledge of National File Standards Criminal Procedure and Investigations Act 1996 and Criminal Procedure Rules.

Knowledge of relevant Force IT specifically Origin, Cybertech, Storm, DEMS, PNC, Fotoware (not exhaustive) and the Criminal Justice System exchange. The postholder will need to keep up to date with changing requirements for digital case file assembly.

Knowledge and experience of using Niche RMS and the Criminal Justice exchange within Criminal Justice framework.

Ability to plan and organise, manage priorities, balancing resources and work to deadlines monitoring delivery to ensure required standard is met.

Experience of working with Criminal Justice Partners.

Post holder will need to demonstrate adaptability within a constantly evolving Criminal Justice system, being flexible about different ways of working and putting effort into making them work. Understands how changes in Criminal Justice affect the wider community.

Clear and demonstrable professional and ethical standards in line with all force policies.

**3b.** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

NA

#### **4. RELATIONSHIPS:**

##### **a) *Supervisory responsibilities:***

NA

##### **b) *Supervision Received:***

Line management is via Prosecutions Supervisor.

##### **c) *Other Contacts:***

###### **i) *Within Merseyside Police:***

Operational Officers  
Other Criminal Justice Departments

###### **ii) *Outside Merseyside Police:***

Regular:  
CPS &  
HMCTS and  
Defence Solicitors/legal representatives  
External forces

Occasional:  
Social Services,  
Probation Service,  
Prison Service,  
Education welfare and  
Non-prosecuting agencies

#### **5. CONTEXT:**

##### **a) *Operating Environment:*** (Services provided, work patterns, who are the customers)

Upgrading of prosecution files in accordance with National File Building Standards and to present specified cases at Magistrates court dealing with queries, legal matters and applying for costs.

Monday – Friday daytime.

Role suitable for Force Flexitime Scheme

Customers are operation police officers.

##### **b) *Framework and Boundaries:*** (Policies and procedures which affect you and how these can be changed).

Criminal Procedures and Investigations Act 1996

Criminal Procedural Rules

Data Protection Act 1984

Equality Act 2010

The post holder is required to work within the criminal justice, legal and procedural framework to ensure compliance with all relevant statutes and polices. Changes in legislation and procedure dictate variations in policy and working practice.

*c) Organisation:* (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

*Financial:* N/A

*Staff:* N/A

*Other:* Customers comprise of operational officers, internal departments and outside agencies

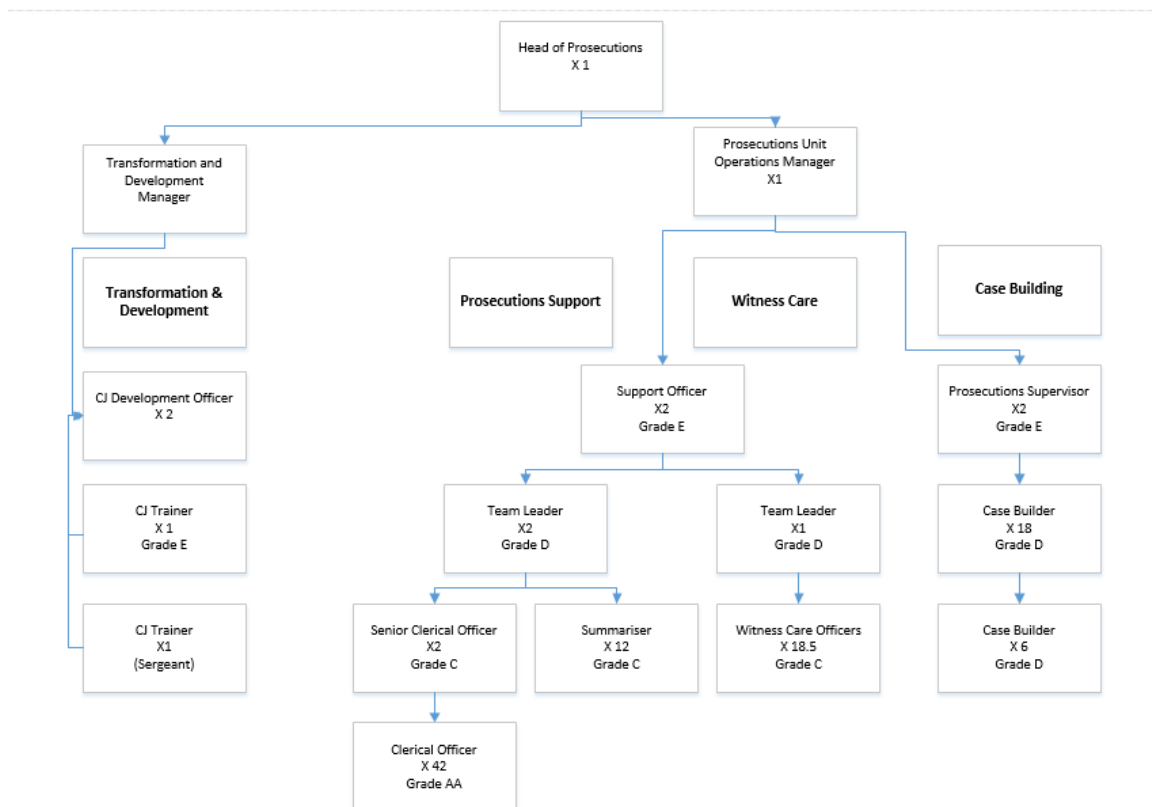
**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

The role of the Case Builder is a key part of Merseyside Criminal Justice Unit within the Case Building Team. They will be responsible a significant proportion of file building carried out by Merseyside Police and are an integral part of the prosecution process working within stringent timescales. The role involves building files for operational officers who might not respond to requests for evidence within a timely manner, causing blockages to an effective and timely file building process.

**8. ADDITIONAL INFORMATION:** (Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:

**(Please print in block capitals)**

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:

**(Please print in block capitals)**

MANAGER'S SIGNATURE:

Date:

Extn: