Role Profile

Role Profile Part 1			
Role title	Traffic Prosecutions Team Case Officer (OIC)	**Grade/Rank**	Scale 5
Dept/Area	Criminal Justice	**Vetting Level**	
Responsible to	SJU Traffic Prosecutions Team Leader	**Staff line managed**	None
Reviewed by (Line Manager)	Lauren Hill	**Date**	24/04/2023
Purpose of Job	Act as the Officer in the Case (OIC) in the prosecution of road traffic offences committed within Hampshire and the Isle of Wight.		
Key Accountabilities	1. As the Officer in the Case (OIC), support various prosecution procedures, including, but not limited to: a. Assessing a case, conducting further enquiries to identify relevant offences and making decisions in relation to the final charges to be included on the charge sheet. b. Reviewing prosecution cases to decide upon the appropriate action to be taken, based upon the available evidence. c. Coordination of evidential material, including the production of evidential statements, liaising with relevant parties to undertake further evidential enquiries and ensuring that all relevant evidence is appropriately captured and recorded within the agreed timeframe(s). d. Attend Magistrates and Crown Courts to provide evidence and/or advice as required. 2. Act as a point of contact/escalation for more complex enquiries received. Provide guidance and support to the SJU (Senior) Clerks to ensure an efficient and effective resolution is provided and/or appropriate action can be taken. 3. Develop a detailed and thorough understanding of: a. Fixed penalty notices, traffic offence reports, driver education courses and Notice of Intended Prosecution (NIP)/ Section 172 Road Traffic Act 1988 requests to support the processing of the required legal documentation and resulting prosecutions. b. The use of video and digital photographic equipment to extract evidence.		

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	c. Evidence assessment in support of the prosecution of traffic offences in line with legislation, such as the Road Traffic Act 1988. 4. Support your line manager through the undertaking of tasks listed within the SJU Traffic Prosecution Team (Senior) Clerk role profile as/when directed and/or required. 5. Monitor the maintenance of records held on the relevant computerised and manual filing system(s), ensuring that the information is accurate, up to date, accessible and compliant with local, regional and national guidelines. 6. Regularly liaise with multiple internal and external stakeholders to ensure an efficient and effective service is provided. 7. Represent the interests of the Summary Justice Unit at local, regional and national forums by leading on various force initiatives as a subject matter expert, including deputising for your manager as/when required. 8. To give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. Deputise for your line manager and provide cover, additional support, training and mentoring to peers across all clerical roles within the Summary Justice Unit, as required. Assist in the development and maintenance of IT systems and administrative processes to ensure that the SJU is operating as effectively and efficiently as possible. The role holder may be required to visit various locations within Hampshire and the Isle of Wight, and must hold a current full driving

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	licence and be prepared to take and pass a Force driving course if required. An initial 6-month probationary period will apply on appointment to the role. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role. Post holders should be aware that providing evidence in court may result in their names being disclosed into the public domain. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.

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Role Profile Part 2			
CVF Recruitment Competencies and Level	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are Collaborative Level 1 Integrity Impartiality Public Service		
Education/Qualifications	**Essential:** • Educated to QCF Level 2 (3-5 passes) OR work experience deemed to have brought the post holder to a comparable level. **Desirable:** • None stated		
Experience and Skills	**Essential:** • Experience of working in a busy administrative environment, undertaking complex administrative tasks to a high standard. • Experience working unsupervised in a customer facing role. **Desirable:** • Previous experience working within a policing and/or criminal justice environment. • Knowledge and understanding of evidence and prosecution procedures. • Experience of managing sensitive information and/or scenarios which require resilience in order to resolve.		
Approved by People Services	Julian Kloppenborg, Senior HR Advisor	**Date**	02/06/2023

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<table>
<tr><th colspan="4">Role Profile Part 3</th></tr>
<tr><td>Competencies</td><td colspan="3">All roles are expected to know, understand and act within the ethics and values of the Police Service.</td></tr>
<tr><td rowspan="9"></td><td>We are Emotionally Aware</td><td>Level 1</td><td rowspan="9">
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<tr><td>We Take Ownership</td><td>Level 1</td></tr>
<tr><td>We are collaborative</td><td>Level 1</td></tr>
<tr><td>We Support and Inspire</td><td>Level N/A</td></tr>
<tr><td>We Analyse Critically</td><td>Level N/A</td></tr>
<tr><td>We are Innovative and Open Minded</td><td>Level N/A</td></tr>
<tr><td>Underpinning Values</td><td colspan="2">Courage</td></tr>
<tr><td colspan="2">Respect and Empathy</td></tr>
<tr><td colspan="2">Public Service</td></tr>
<tr><td>Initial Development Skills for new to role period</td><td colspan="3">All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required</td></tr>
<tr><td>Continuing Professional Development</td><td colspan="3">Courses and Conferences should be attended to benefit professional learning and development.</td></tr>
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