Role Profile

Role Profile Part 1			
Role title	Smart Motorways Team Clerk	**Grade/Rank**	Scale 4
Dept/Area	Summary Justice Team, Criminal Justice	**Vetting Level**	Standard
Responsible to	Smart Motorways Enforcement Manager	**Staff line managed**	None
Reviewed by (Line Manager)	Lauren Hill	**Date**	24/04/2023
Purpose of Job	Perform a range of clerical tasks which support the delivery of an effective and efficient service to both Hampshire & IOW Constabulary and our partnership agencies, specialising in the enforcement of Smart Motorways and/or any associated schemes and the prosecution of traffic offences through the fixed penalty system and the Criminal Justice System.		
Key Accountabilities	1. Provide generalist administrative support to the Summary Justice Unit, including managing enquiries and, as appropriate, directing more complex enquiries onto the relevant area for resolution. 2. Create, update and maintain records held on the relevant computerised and manual filing system(s) throughout the department, ensuring that the information is accurate, up to date, accessible and compliant with local, regional and national guidelines. 3. To research and provide information and statistics to stakeholders using the appropriate systems in line with legislative and operational requirements. Quality assurance of any information that is received, ensuring the accuracy and consistency of the data. Evidence and escalate any identified issues and, where appropriate, provide advice to support improvements in information quality. 4. Develop a thorough understanding of the relevant legislation and procedures to support the processing of the required legal documentation in line with any service level agreements that are in place. 5. Regularly liaise with multiple internal and external stakeholders to ensure an efficient and effective service is provided. 6. To be responsible for: a. Initiating prosecution procedures, including, but not limited to, assessing a case, conducting further enquiries to identify relevant offences and making decisions in relation to the initial charges to be included on the charge sheet.		

b. Preparing, quality assuring and submitting accurate prosecution files which help to ensure successful prosecution rates.

c. The creation of postal requisitions or single justice notices to be served on a defendant and list the matter for a court date. Support the location of defendants in instances where a postal requisition is returned and instigate the process for reissuance.

d. Obtaining, quality assuring, redacting, reformatting, and preparing any supporting/additional evidence which support successful prosecutions through the Criminal Justice System.

e. Liaising with the Office in Case (OIC) and the Crown Prosecution Service (CPS) to undertake further evidential enquiries when required, ensuring they are managed within the agreed timeframe(s).

f. Liaising with the relevant stakeholders to undertake further evidential enquiries when required, ensuring they are managed within the agreed timeframe(s).

g. Identifying, addressing and highlighting instances where high risk and/or criminal offending is either present or at risk of occurring.

h. Using a range of video and digital photographic equipment to obtain, quality assure, reformat, redact and prepare supporting evidence to initiate procedures contained within road traffic legislation.

i. Downloading, viewing and assessing recordings to identify whether there is sufficient evidence for a prosecution of traffic offences in line with the legislation, including, but not limited to, the Road Traffic Act 1988.

j. Operation of the telephone hub, corresponding with members of the public in relation to traffic offences and the associated process(es).

7. 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

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	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. 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. 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 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.

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Role Profile Part 2			
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. **Desirable:** • Previous experience working within a policing and/or criminal justice environment.		
Approved by People Services	Julian Kloppenborg, Senior HR Advisor	**Date**	02/06/2023

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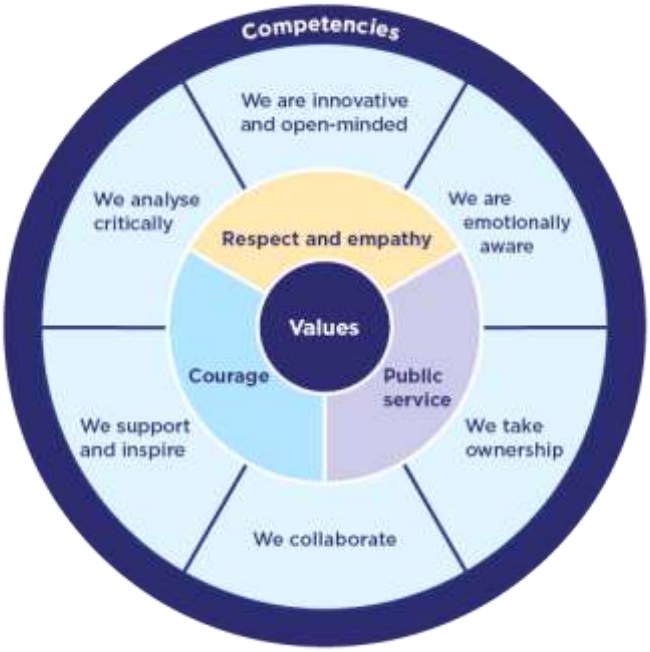
Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level 1	
	We are collaborative	Level N/A	
	We Support and Inspire	Level N/A	
	We Analyse Critically	Level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