



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: Chief Superintendent Peter Henrick

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Case Progression Assistant
Generic Role Profile:	<i>Select one of the below</i> Business Support
Salary Band:	Grade 3
Operational / Non Operational Role	Non-operational
Reporting to:	Case Progression Team Leader
Specific Role Purpose:	To provide an efficient administration service to support the file build and prosecution process
Key Responsibilities:	• Adding PNC prints and MG10 witness lists to files • Updating monitoring log with file deficiencies • Forwarding case action plans as appropriate • Reviewing remand files • Reviewing GAP, NGAP and Youth files • Create postal charge requisition to notify defendants of intended prosecution • Raise Home Office Production Orders to get imprisoned defendant(s) produced before the courts • Request defendant attendance via video link hearing through the Prison Service • Request Court availability (CAV) for court • Deal with queries from WMP colleagues, partners and members of the public. • Provide appropriate advice and guidance to colleagues in relation to systems fixes for WMP systems i.e. CONNECT • Interrogation of WMP systems • Provide administrative support to Case Progression Officers • Ability to use routine office equipment, including MDF printers • Ability to use or be trained on a range of operational systems e.g. CONNECT, PNC and Common platform • To be aware of Force policies in relation to equality and diversity and challenge instances of non-compliance • Ability to demonstrate a flexible attitude towards work and support team objection • Regular contact with officer/staff force wide

Date:
Version:

	• To be aware of own responsibilities and actions concerning health and safety at work and report any issues to line management • To carry out any other duties commensurate with the purpose and grading of the post that may from time to time be determined.
--	--

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. E.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	- Personal resilience, flexible, adaptive - Able to use routine office systems, including filing, photocopying, registers, logs and complete statistical returns to require quality standards - Ability to use or be trained on a range of operational computer applications and communication systems CONNECT, PNC, Common Platform and OUTLOOK - To be aware of the Force policies in relation to equality and diversity and challenge instances of non-compliance - To be aware of own responsibilities and actions concerning health and safety at work and report shortfalls in health and safety to line management - Effective communication skills including written and verbal - Effective verbal and written communications skills - Problem solving - Active listening skills - Articulate - Methodical - IT skills
Desirable:	

Hours of Work and Flexibility:	Core operating hours of the hub are 7am to 17:00pm. Duties may vary according to operational needs.
Agile Work Style: (if applicable)	Hybrid

Restriction Level:	Not applicable
--------------------	----------------