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| **Job Description** | |
| **Post title** | Criminal Investigations Disclosure Officer |
| **JE Reference No** | N11035 |
| **Grade** | 8 |
| **Service** | Neighbourhoods and Climate Change |
| **Service Area** | Community Protection |
| **Reporting to** | Service Group Manager or (where applicable) a Team Leader |
| **Location** | Your normal place of work will be Annand House but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to an Enhanced Disclosure and Barring Service check. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder will primarily work within the Special Investigations team. However this role will involve supporting investigating officer across the Community Protection Service.

The post holder will fulfil the role of disclosure officer in criminal investigations and prosecutions, will deliver professional, efficient, and effective case file preparation (including supporting officers in the upgrading of prosecution files), and will be responsible for the delivery of excellent standards of victim and witness care.

When required, the post holder will also be responsible for investigating criminal offences with a view to reporting for enforcement action.

The post holder will also undertake a range of duties and responsibilities commensurate with their qualification and experience in connection with services delivered by the Community Protection Service.

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| **Duties and responsibilities** |

* Fulfil the role of disclosure officer in criminal investigations, within the context of the Criminal Procedure and Investigations Act (CPIA), associated Code of Practice and Attorney General’s Guidance.
* Compile, review and submit disclosure schedules and disclosure management documents (DMDs).
* To oversee and co-ordinate the disclosure process and ensure the accuracy, integrity, and timeliness of all submissions.
* Attend court hearings and trials, assist with disclosure issues that may arise and give evidence on matters appertaining to procedure.
* Work closely with investigating officers, officers in charge and prosecutors when dealing with disclosure matters.
* Maintaining in-depth technical knowledge in all the role’s specialist areas to ensure effective delivery of high service standards.
* To support learning and development programmes through disclosure training.
* To review, revise and implement disclosure procedures and ensure that the service and statutory requirements continue to be met.
* Deliver cost-effective case file preparation, including compliance with legal requirements, corporate standards, and other procedures.
* Deal with complex cases and procedures and provide detailed advice in relation to case file preparation.
* Negotiate with key stakeholders to achieve proportionate file builds within prescribed targets, and regularly liaise with lawyers.
* To deliver customer focused victim and witness care, in line with the Service’s procedures.
* When required, to investigate criminal offences and unfair trading practices with a view to reporting for enforcement action.
* To identify and take the initiative in reducing the administrative burden on other operational staff, whenever possible.
* To respond to requests for services outside of normal working hours. This may require the post holder to undertake certain duties and responsibilities at unsocial times including evenings and weekends.

The generic responsibilities which will be undertaken in support of the above work include the following (if applicable):

* To consider the needs of our customers at all times and deliver customer focussed services.
* To represent the Council at meetings with external stakeholders, as required.
* To provide advice on matters related to specialist service area. Communicate effectively in speech and writing, including drafting reports and dealing with correspondence.
* Ensure compliance with all Health and Safety legislative requirements, undertaking risk assessments and implementing safe systems of work in accordance with Council policies and procedures and legislation.
* To engage with all relevant stakeholders and actively seek opportunities for partnership working.
* To represent the Council and to attend Court as necessary in any legal proceedings relating to the service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * HNC or NVQ Level 4 or equivalent in a relevant subject, or substantial practical experience relevant to this post with a regulatory agency or enforcement. body. * This may include prosecution case file building, compiling unused material schedules gathered during criminal investigations as equivalent relevant experience. | * Specialist course in CPIA disclosure. * Trading standards qualification. |
| Experience | * Experience of investigation, enforcement, and legal proceedings, including court experience. * Experience of researching legislation, case law and legal developments. * Previous experience of complex or technical investigations. * Undertaking the role of disclosure officer, within the definition of the Criminal Procedure and Investigations Act (CPIA) Code of Practice. * Compiling schedules of unused sensitive and non-sensitive material gathered during criminal investigations by officers. * File building in criminal cases using the National File Standard (NFS), Manual of Guidance and MG forms. * Experience of delivering support related to victim and witness care, in advance of court hearings where they are required to give evidence. * Updating witnesses on the progress and outcomes of legal proceedings. * Experience of dealing with members of the public and working in partnership with other departments and agencies. * Experience of inputting and maintaining computerised and manual filing/recording systems. * Proficient in the use of IT systems. | * Experience in the operational delivery of trading standards and/or other regulatory investigations. |
| Skills & Knowledge | * Ability to solve complex problems, demonstrate innovation in problem solving and in doing so to work with other professionals where necessary. * Ability to lead and motivate professional, technical, and administrative staff in meeting service objectives. * Ability to organise and prioritise own and team’s workloads. * Being a self-starter, undertaking research, gathering, and presenting information on legal and technical issues. * Ability to interpret and understand technical data and reports and prepare reports intended for a range of audiences. * Evidence of good negotiating and influencing skills. * Able to communicate clearly and professionally, both verbally and in writing with a wide range of stakeholders and colleagues. * Flexible to changing demands and priorities of the team, service, and local authority. * Knowledge of the legal requirements and guidance around the duties of this post, including: the Criminal Procedure and Investigations Act (CPIA), CPIA Code of Practice, Attorney General’s Guidelines on Disclosure (2022), Manual of Guidance, MG forms and National File Standard. * Knowledge of other relevant functions within the Community Protection Service. |  |
| Personal Qualities | * Ability to form effective working partnerships with colleagues and professionals from other organisations and sectors. * Able to work as a team member. * Capable of working effectively under own initiative within delegated responsibility. * Computer literate. * Maintaining awareness of future changes affecting local authority regulators and the criminal justice system which may affect legal proceedings. * Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment. * DBS Enhanced Disclosure Check |  |