



ROLE PROFILE

Role Title:	Administration of Justice Co-ordinator
Rank/Grade:	(B)Sc5 (C) Sc5 (H) A3 (supervisory)
Job Family:	Business Support
Reporting to:	Administration of Justice Manager
Main purpose of the role:	To contribute to achieving the vision, purpose and values of Bedfordshire, Cambridgeshire and Hertfordshire police organisations in the delivery of their objectives, through the effective coordination and supervision of actions required in cases as they progress through the Criminal Justice System, to deliver an effective outcome with partner agencies so offenders are brought to justice.

Key Responsibilities	
<ul style="list-style-type: none"> To oversee, coordinate and supervise all incoming communication from internal and external partners, via electronic means, mail or telephone, ensuring action required is prioritised, taking any urgent action where necessary. Direction and control of staff allocated to deal with such work, ensuring that communications are accurately re-directed and addressed in a timely manner. To respond to enquiries from internal/external customers, of which a significant proportion is likely to be complex, including dealing promptly with urgent queries on cases from prosecutors at court. To offer advice and assistance in relation to all related matters. To contribute to the preparation for Athena by the Administration of Justice Unit, and develop a good working knowledge of Athena to increase ability to manage and deal with incoming Athena-related enquiries once it has been implemented. To act as first line manager for a small number of individuals, managing performance and attendance, and identifying training needs through effective supervision. 	

Agile Working	To be decided
Psychological Assessment	
Return on Investment	
Limited Duties	

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Line management responsibility for staff

Entry Requirements
<ul style="list-style-type: none"> Good standard of written and spoken English Administrative experience, including operating word processing packages and a range of office equipment Excellent understanding of evidence (relative to criminal law) and disclosure, and the Police and Criminal Evidence Act 1984 and its Codes of Practice Excellent working knowledge of Criminal Justice System agencies and processes



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Any other General Requirements/Scope

- The post holder could occasionally be required to work additional hours.
- The post holder will be required to carry out such other duties as may be determined from time to time within the general scope of the post.
- Vetting is required, as advised by the Vetting Unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.
- Following appropriate training, to take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short-



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and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.