Context Sheet to accompany generic role profile

Associated role profile:	**A3 Assistant Investigator**
Department:	File Quality Unit.
Additional Information	This role has an integral part within the File Build Unit. The primary responsibility of role within the newly formed File Quality Unit will be to build the files in their entirety. This will involve assembling the file to TSJ compliant standard for Magistrates cases and preparation of high quality Crown Court files, gathering any additional evidence required. The post holder will be expected to work closely with the FQU customer base. You will be tasked with providing further evidence and material needed to bring cases to the correct acceptable standard to achieve a successful conclusion at court. Ability to follow an investigative process to identify failings in quality both evidential and administrative is essential.

Scope of activity

Primary File Build Duties

- To prepare case files for prosecution purposes, in accordance with relevant legislation, force procedure and CPS guidance. Identify where further evidence may be required and obtain it.

- Attend court to give evidence if required.

- Maintain spreadsheets of work and appointments.

- Undertake a range of administrative tasks, to support the efficient and professional running of the unit.
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- Complete detailed reports outlining the facts of the case to allow Managers and CPS to make a decision on disposal.

- Review and assimilate information in line with National File standards.

- Work at different locations as the need arises.

- Respond to internal/external customers enquiries. Support and give guidance in case preparation to the customers we serve.

Please note that this list is designed to assist the post holder with a greater understanding of what is expected within the role. Hertfordshire Constabulary may ask the post holder to undertake other duties as required which are not necessarily specified above but are commensurate with the grade of the post. It may be amended from time to time within the scope and general level of responsibility attached to the role.

Training Requirements

The post holder will be expected to undertake necessary training/coaching in accordance with the role, subject to skills and experience with managers discretion, but in particular the following:-
- Athena
- PNC
- File Building
- DEMs
- Audacity
- Adobe pro

Context Sheet to accompany generic role profile

- VLC
- Sira View
- Evidence.Com
- Tuserv
- Web Storm.