



Role Profile

Evidential Review Officer

Role Description

This post will undertake the review, provision of advice and authorisation of proceedings to officers and staff on behalf of the Constabulary on law, practice and procedure in relation to prosecutions files.

Main Responsibilities

Provide advice and guidance about police investigations to police officers and police staff, together with documented investigation and interview plans; assessing and tasking where appropriate

Work to the requirements of the 'Code for Crown Prosecutors', applying and documenting the 'Full Code Test' to investigation outcomes, independently of the police

Liaise with CPS as required & supervise CPS advice

Manage police bail in accordance with the existing bail principles, ensuring those who fail to answer bail are actively pursued

In collaboration with Custody Sergeant, manage the NFA process, including bail cancellation & PNC compliance in this respect.

Ensure files of evidence are completed to a high standard, submitted in accordance with the National File Standard and compliance with time guidelines

Advise and assist colleagues in file preparation and associated issues

Undertake assessment of file related content, including but not exclusively statements and interviews

Rank\Scale

Sc6

Reports To

Senior Evidential Review Officer

Additional Information



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Vetting Level: The role must be vetted to a minimum Recruitment Vetting (RV).

Mobility: The Force reserves the right to request you to carry out any other duties or move you to any other post appropriate to your grade, at any location within the county of Gloucestershire, as business requirements dictate.

Working Pattern: Normal working hours will average 37 per week or will be pro rata. This will be worked subject to the needs of the service and may involve shift, night, weekend and public holiday working.

Standards of Professional Behaviour: All members of Police Staff / Police Officers must comply with these standards.

Travel: The post holder may be required to travel to meetings around the county.

Training and development: Undertake personal 'Continuous Professional Development' (CPD) together with the required training and development to maintain working knowledge.

Experience and Qualifications

- 2 A Levels at C or above (and to include Maths and English GCSE at C+), or demonstrate equivalent skill set, through substantial working experience.
- Enhanced keyboard and IT skills, including all Microsoft Office packages
- A thorough understanding relating to all aspects of criminal law is required; whilst proven experience in the submission of criminal files or holding a legal qualification with 3 years' experience in criminal law is desirable.
- Good knowledge of law, especially relating to crime and evidence
- Ability to prepare legal arguments and knowledge of the Manual of Guidance for the preparation, processing and submission of files would be advantageous.

Competency Framework Values



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Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Intelligent, Creative and Informed Policing	We analyse critically	Practitioner	I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.	Yes
Inclusive, Enabling and Visionary Leadership	We are collaborative	Practitioner	I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.	Yes



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Resolute, Compassionate and Committed	We are emotionally aware	Practitioner	I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.	Yes
Intelligent, Creative and Informed Policing	We are innovative and open-minded	Practitioner	I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.	Yes



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Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Practitioner	I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.	Yes
Resolute, Compassionate and Committed	We take ownership	Practitioner	I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.	Yes

NOS

NOS Unit	Unit Name	Unit Description