



Role Profile

CJD Continuous Improvement Co-ordinator

Role Description

Role Description:

Work closely with both internal and external partners such as the Crown Prosecution Service, HMCTS, Evidence Review Officers, Custody Staff, L&D, CPS taskforce and Criminal Justice caseworkers to:

- Identify deficiencies in current standards of investigation and case file completion.
- Compile an evidence base to support the above.
- To identify the best way to improve those areas that are presently falling short.
- To implement measures to improve the areas of concern.
- To review the impact of the measures implemented and if necessary repeat or amend to ensure successful delivery of improvements.

Main Responsibilities

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- Working closely with ERO's to identify themes for file failure and key evidential material omission
- Reviewing data from CPS to identify key themes for file and case failure.
- Reviewing those cases subject to a discontinuance notice from CPS.
- Reviewing cases where CPS escalate due to non-compliance or delay by the Police.
- Examining cases where the OIC raises concerns with the CPS action plan, particularly where the lines of enquiry instructed are deemed unreasonable.
- Review of cases where there is considered to be a disclosure failure by Police.
- Dip sampling of cases.
- Working with the Performance team and CJD Planning and Performance Officer (PPO) to improve data availability and understanding.
- Working with CPS to improve communication between Police and CPS.
- Providing an evidence base to influence L&D training of new officers, existing officers, ICIDP and supervisors.
- Seeking to produce a cohesive communications plan alongside C&E to increase officer awareness of the key issues identified.
- Producing materials to assist officers and supervisors in bridging quality gaps where required.
- Providing regular updates to the D/Superintendent lead – CJD.
- Updating CJD Investigative Excellence plans and highlight reports.
- Updating the File Quality action plan.
- Attending Operational Prosecution Team Performance Meetings with CPS.

Rank\Scale

Scale 6



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Reports To

CJD Superintendent

Additional Information

Vetting Level: Force Personnel will be vetted to the minimum Police Basic Check (PBC). A higher level of vetting may be required for certain roles or grades and suitable clearance will be required before appointment or deployment.

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 both within the county and outside county locations.

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

Experience and Qualifications

1. Educated to A Level standard or able to demonstrate equivalent work experience;
2. Previous experience of conducting detailed research and carrying out investigations;
3. Proven administrative experience, in particular the ability to produce reports and case files;
4. Excellent keyboard and IT literacy skills. Experience of word processing, spreadsheets, databases and emails are essential;
5. Proven experience of working in the Criminal Justice System;
6. Good communications skills both written and oral.

Desirable:

Previous experience of interviewing suspects;

Knowledge of Custody Processes.

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



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



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

NOS

NOS Unit	Unit Name	Unit Description