



File Preparation Officer

District/Department	Criminal Justice Department	Rank/Grade	Band C
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Role purpose:	Supporting the file preparation process to achieve the objectives of ensuring cases are progressed through the Pre-Charge Advice Process and the court systems according to the standards agreed in the South Yorkshire Effective Trial Management Framework, the SYP Charging model, Victims' Code of Practice and the National File Standard.
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Summary of Main Duties:

Preparation of either way, indictable only and summary case files for Crown and Magistrates' Courts in accordance with the manual of guidance and the National File Standard.

Ensure quality and timeliness of completed files at all stages, both pre- and post-charge.

Liaison with internal/external agencies.

Assist operational officers and Police staff with enquiries/problems in relation to file preparation matters.

Interrogate/Input/Retrieve various computer packages.

Any other duties commensurate with the grade of the post.

Job rotation within the banding is paramount in order to meet deadlines.

Competencies/behaviours

Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

Competency https://profdev.college.police.uk/competency-values/	CVF Level Level 1 - Practitioner Level 2 - Supervisor/Middle Manager Level 3 - Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1

Core values for ALL employees:

Integrity Impartiality	Public Service Transparency
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South Yorkshire

POLICE

Experience, Education and Skills: *Ideally between 4 and 6 of each*

Essential Criteria (used for short-listing):

Show evidence of effective quality control in relation to work output.

Ability to identify mistakes and errors, and summarise information.

Ability to grasp legal principles.

Flexibility to work overtime or at other locations, Saturdays and Bank Holiday if required to meet organisational needs (days-only posts), or willingness to work a shift pattern to provide a 24/7 service (shift-working posts).

Desirable:

Relevant legal qualification.

Experience in Criminal Justice administration.

Knowledge of Manual of Guidance, disclosure and points to prove.