



<h1>Role Profile</h1>	<h2>Liaison Officer Criminal Justice Unit Band B</h2>	
Provide administrative support associated with case files at Magistrates and Crown Court.		
Core Responsibility	Activities	
Personal Responsibility	<ul style="list-style-type: none">• Promote equality, diversity and Human Rights in working practices• Maintain standards of professional practice• Work as part of a team• Comply with health and safety legislation• Complete administration procedures• Make best use of technology	
Administration Support	<ul style="list-style-type: none">• Input, retrieve and present data using a computer• Prepare and print documents using a computer• Maintain a record management system• Photocopy, present and distribute documents	
Managing the Organisation	<ul style="list-style-type: none">• Gather information to support action	
Behavioural Framework		
<ul style="list-style-type: none">• Respect for Race and Diversity A• Openness to Change C• Teamworking C• Community and Customer Focus C• Effective Communication C• Planning and Organising C• Personal Responsibility B		

SUMMARY OF MAIN DUTIES	Liaison Officer Band B	
RESPONSIBLE TO: CJU Manager/Deputy Manager via Supervisor(s)		
RESPONSIBLE FOR N/A		
SPECIFIC CONDITIONS OF SERVICE <ul style="list-style-type: none"> • Experience of Clerical work. • Experience of communication by various methods. • Rotation between Court and CJU based work, if and when required. • Job rotation within the banding is paramount in order to meet deadlines. • May be required to work after normal hours/weekends on overtime. • To provide cover for Saturdays and Bank Holidays on a rota basis. • Hours of duty are between 7.00am and 5.00pm. • Flexible to work at other locations. 		
SUMMARY OF MAIN DUTIES		

Court management around interrogation of LIBRA for other matters/similar offences and the use of 'hidden' courts - administratively dealing with court cases/adjournments.

Summons management around summons not served cases, personal service summonses, enquiries with other forces, statutory declarations.

Home Office Production Orders administration - receipt, processing and notification of completed actions.

Interpreters administration - receipt, processing and notification of completed actions.

Interpretation of backsheet (CPS folder) information.

Remand additions - liaison with OIC/custody/GSL/Courts.

Saturday/Bank Holiday Court cover.

Witness Summons administration - receipt, processing and notification of completed actions.

Bail applications administration - receipt, processing and notification of completed actions.

Appeals administration - receipt, processing and notification of completed actions.

Receipt and action of enquiries around court results.

Liaison with other agencies i.e. Probation and notification of specific cases they must make contact on.

Updating systems i.e. WMS witness attendance rates after trial.

Some victim notifications where no WCO assigned.

Assistance with Antecedent duties in the absence of the substantive post holder(s).

Administration of work to and from CPS, especially identification of actions required and completed.