
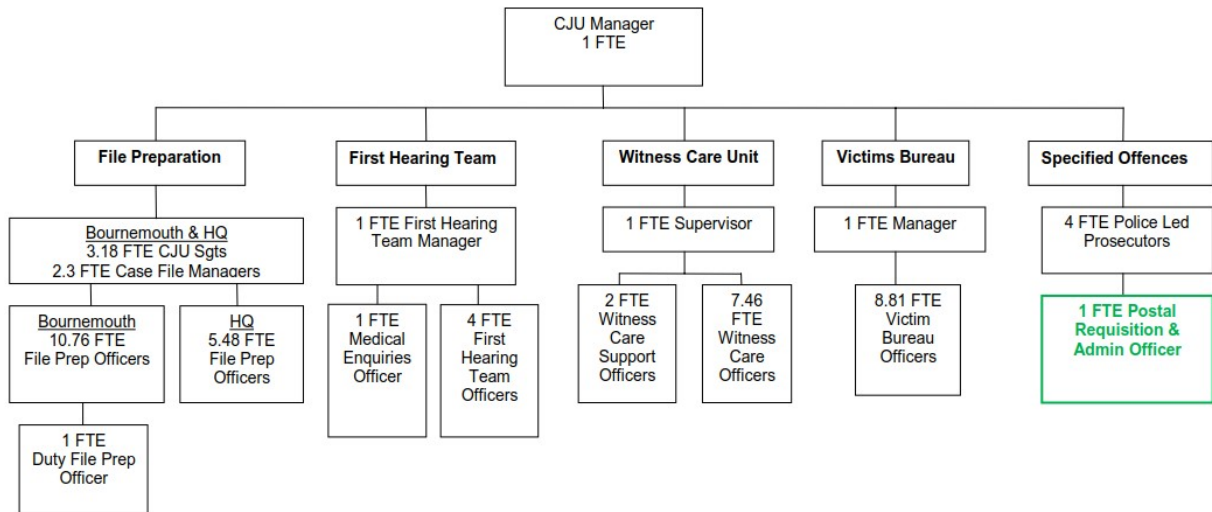


Integrity		Professionalism		Fairness		Respect		
<b>Dorset Police</b> 	<h2 style="text-align: center;">Job Description</h2>							
	<b>Date:</b>		11/03/2019					
	<b>Job Title:</b>		Traffic Requisition Administrator					
	<b>Post Number:</b>		DP					
	<b>Division/Department/Section:</b>		Crime & Criminal Justice/ Criminal Justice Unit/ Traffic Prosecutions Team					
	<b>Line Manager:</b>		Police Traffic Prosecutor DP 1312					
<h3>1. PURPOSE</h3> <p><i>You must refer to the Guidance Notes for completion of each section of this JDQ as this contains important information of individuals you should consult with eg Vetting Officer, etc. <a href="#">Link here</a></i></p> <p>To receive newly submitted Traffic files that are to be dealt with by way of Postal Requisition via NICHE for onward transmission to the LIBRA and COMPASS Link.          To send Postal Requisitions out to the defendant in a timely manner to comply with the Magistrates Court Act.          To provide administrative support in relation to Road Traffic Collision Files.          Input cases onto NDORS.          Deal with correspondence and enquiries relating to Traffic Collisions from members of the public and other agencies, using and interrogating various computer systems.</p>								
<h3>2. POSITION IN THE ORGANISATION</h3>  <pre> graph TD     CJUManager["CJU Manager 1 FTE"]     FilePrep["File Preparation"]     FirstHearingTeam["First Hearing Team"]     WitnessCareUnit["Witness Care Unit"]     VictimsBureau["Victims Bureau"]     SpecifiedOffences["Specified Offences"]      CJUManager --- FilePrep     CJUManager --- FirstHearingTeam     CJUManager --- WitnessCareUnit     CJUManager --- VictimsBureau     CJUManager --- SpecifiedOffences      FilePrep --- BournemouthHQ["Bournemouth &amp; HQ 3.18 FTE CJU Sgts 2.3 FTE Case File Managers"]     BournemouthHQ --- Bournemouth["Bournemouth 10.76 FTE File Prep Officers"]     BournemouthHQ --- HQ["HQ 5.48 FTE File Prep Officers"]     Bournemouth --- Duty["1 FTE Duty File Prep Officer"]      FirstHearingTeam --- FirstHearingTeamManager["1 FTE First Hearing Team Manager"]     FirstHearingTeamManager --- MedicalEnquiries["1 FTE Medical Enquiries Officer"]     FirstHearingTeamManager --- FirstHearingTeamOfficers["4 FTE First Hearing Team Officers"]      WitnessCareUnit --- WitnessCareUnitSupervisor["1 FTE Supervisor"]     WitnessCareUnitSupervisor --- WitnessCareSupportOfficers["2 FTE Witness Care Support Officers"]     WitnessCareUnitSupervisor --- WitnessCareCareOfficers["7.46 FTE Witness Care Officers"]      VictimsBureau --- VictimsBureauManager["1 FTE Manager"]     VictimsBureauManager --- VictimsBureauOfficers["8.81 FTE Victim Bureau Officers"]      SpecifiedOffences --- PoliceLedProsecutors["4 FTE Police Led Prosecutors"]     PoliceLedProsecutors --- PostalRequisitionAdmin["1 FTE Postal Requisition &amp; Admin Officer"]         </pre>								
<b>People who work directly for this post</b>								
N/A								

<b>3. MAIN RESPONSIBILITIES</b>	
<b>What is the post responsible for? (INPUT)</b>	<b>With what results? (OUTPUT)</b>
Review Traffic postal requisition files ensuring that the correct process has been followed and that information needed to complete the requisition is complete and accurate.	Ensuring files are processed to requisition in a timely manner.
To prepare and send out letters and pro-forma witness statements. Processing replies and dealing with any telephone enquiries from the recipients.	To secure the return of witness pro-forma questionnaires to enable the prosecutor to make a decision as to whether or not there is sufficient evidence to support a prosecution.
To monitor and action court results. Ensuring that prosecutors are actioned to complete trial files in a timely manner.	To facilitate effective administration of traffic court files which have been progressed to court and update victims via letter of the court result.
To administer the Safe and Considerate Driving course (SDC) including; checking of documents and entering relevant information using PNC and NDORS systems, sending letters to victims and telephoning client and Service Providers when necessary.	To ensure that all administrative functions are carried out in a timely manner, guidelines are complied with and customers receive a high level of service.
Prior to sending the information to the LIBRA/COMPASS systems, check the details input correspond with the prosecution file of evidence. Carry out any amendments revealed by the checking process.	To enable Postal Requisition Unit to send papers out to the defendant. Advising the defendant of the requirement to attend court and the charges to be heard.
Deal with incoming enquires from members of the public, Magistrates Court, CPS and Police Officers.	Ensure a proper, timely, response is provided to the public, in order to maintain public confidence in Dorset Police.
Updating the case file log and OEL detailing available evidence/potential issues with the case.	Facilitate the effective raising of postal requisitions and ensuring public confidence in the criminal justice system with a professional service
Preparation of additional or amended charges and ensuring that the case is listed to be heard in the correct court	Ensure correct charges are entered in time for Court date and remove risk of delay.
Arrange duplication of CCTV and other media as required.	Officers are provided with an efficient service during the investigative and prosecution process whilst removing opportunities for Defence to challenge prosecution case.
Enter relevant case information from the file onto NICHE which includes identifying or creating the defendant from the Forcewide system. Update NICHE with movement of the file and any other relevant changes.	To ensure accurate recording of persons on Force wide System and that no duplicate nominal records are created. To ensure maintenance of accurate records and results of Postal Requisition cases on Force wide System and NICHE to know whereabouts of files.

<b>4. CONTACTS</b>	
Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.	
1.	Members of Public
2.	Magistrates Court staff
3.	Police Officers
4.	Road Safety Department
5.	
<b>5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION</b>	
Any special arrangements surrounding the job e.g. 24 hr responsibility, on-call time, and weekend work in this section.	
The Force Values together with the National Code of Ethics are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.	
<b>6. HEALTH &amp; SAFETY TRAINING</b>	
Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? ( <b>Manager should read appropriate Risk Assessments and identify training required</b> , eg, manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc)	
You are advised to read the Force's Health and Safety policy which will give a more in depth description of your full health and safety responsibilities.	
<b>7. HEALTH MONITORING</b>	
Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer?	
N/A	
<b>8. VETTING</b>	
Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below e.g. 'this post is subject to vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate.	
Standard Level	

## 9. TERMS OF APPOINTMENT

The commencing salary will be within salary scale C, starting at £21,432 rising by yearly increments to a maximum of £22,677

Office hours are 8.40am to 5.00pm, Monday to Thursday and 8.40am to 3.40pm on Friday, with 40 minutes for lunch. A flexi-time system is in operation within the Criminal Justice Unit.

## 10. PERSON SPECIFICATION

### Essential Criteria

Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.

Criteria to be measured	Competencies Required
Criteria A	Good general level of education evidencing literacy and numeracy skills.
Criteria B	Excellent keyboard skills and IT literate and experience of using Microsoft applications.
Criteria C	Excellent accuracy and ability to pay attention to detail.
Criteria D	Ability to work under pressure without close supervision.
Criteria E	Good time management, able to use initiative.
Criteria F	Knowledge of the Criminal Justice System
Criteria G	Previous experience of working in a busy office environment

### Desirable Criteria (if applicable)

Desirable Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.

Criteria to be measured	Competencies Required
Criteria H	Experience of Dorset Police computerised systems.