

CJ Disclosure Officer

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: Team Leader, Criminal Justice Department

JE Reference: JHA1031

Grade: 7

JE Date: 17/03/21

Job purpose

To manage the assessment, dissemination and disclosure of material in both criminal and civil law, ensuring that SoJP discharges its legal responsibilities under relevant criminal and civil legislation.

Job specific outcomes

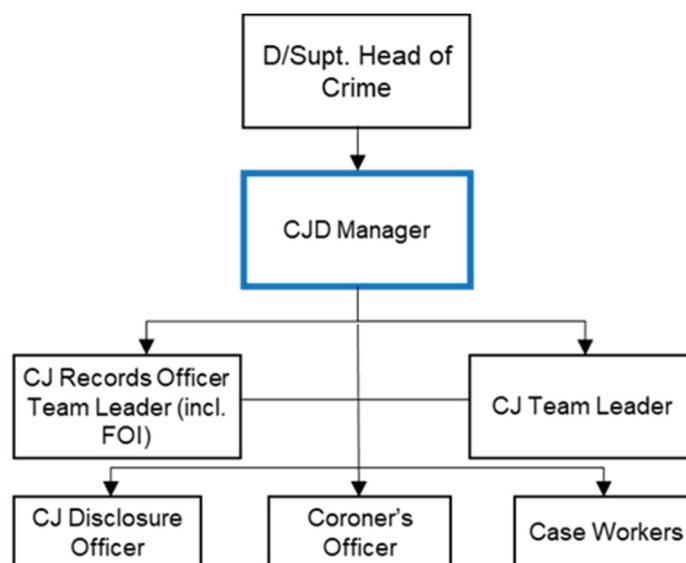
1. Scrutinise and evaluate documents relating to prosecutions and civil cases in order to check all appropriate information is available for disclosure to prosecutors, defence lawyers, courts and civil bodies.
2. Prepare both criminal and civil disclosure prioritising responses in order to meet the evidential prosecution timetable, court priorities and operational requirements.
3. Ensure compliance with statutory requirements in relation to disclosure and information management, including Data Protection and Police Procedures and Criminal Evidence (Jersey) Law.
4. Deliver a customer focussed disclosure service, responding to requests received under statutory gateways, ensuring all requests for disclosure are processed in line with current legislation and Force policy, and that local and national deadlines are consistently achieved.
5. Provide guidance to customers in relation to relevancy of restricted intelligence and manage the sensitive material ensuring integrity of the data.
6. Provide support and guidance to partners and customers in relation to their obligations in relation to providing SoJP with necessary disclosures for court.
7. Proactively review relevant systems and processes within own area of work and make recommendations to continuously improve efficiency and performance.
8. Maintain an awareness of other teams and services within SoJP and build positive relationships with them to ensure a joined-up service is provided to the business.

9. Support the Services when there are major incidents, providing administrative support to ensure the Service in question can focus on responding to resident's needs.
10. Carry out any other reasonable requests as outlined by the CJD/Records Officer Team Leader.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	GCSE's or equivalent, or equivalent experience	
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	Sound working knowledge and experience of IT systems, Microsoft office applications such as Excel and Word.	Knowledge of the Data Protection Law and how to apply it. Experience of working with highly confidential and sensitive material. Knowledge of the Criminal Justice legislation and processes.

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to use and adapt to various computer systems to enter data and retrieve data. Proficient in using computer applications e.g. Microsoft Office. Attention to detail and ability to record information accurately with minimum supervision. Strong communication skills at all levels both internally and with external partners. Ability to make decisions under pressure.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to prioritise work, work flexibly in order to meet tight deadlines in a fast-paced environment with minimal supervision. Ability to retain a high degree of confidentiality and discretion in all dealings in relation to Criminal Justice investigations and prosecutions. Ability to deal with any requests in a planned, organised way.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of working in a confidential setting with the ability to work to a very high standard with little supervision, working under pressure maintaining full accuracy and attention to detail.</p> <p>Experienced in planning, organising and prioritising own workload ensuring deadlines are always met.</p>	<p>Previous experience of working in a criminal justice or legal environment is desirable.</p>
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Exposure to unsavoury, confidential and sensitive issues where the careful and effective handling of such matters is essential.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.