

Senior Proceedings Officer

Department:	Judicial Greffe	
Section:	Magistrate's Court, Royal Court and Court of Appeal, Family Court	
Reports to:	Magistrate's Court Greffier or Assistant Judicial Greffier (Royal Court)	
JE Ref:	SG1050	
Grade:	CS 10	JE Date: 29.08.2024

To build resilience into the Courts (Royal Court of Jersey, Court of Appeal, Magistrate's Court, Family Court) by developing and upholding the technical competence of the Proceedings Officers. To provide efficient and effective support and advice to the Courts and to advise the legal profession, other Government departments and members of the public on legal procedure.

Job specific outcomes

1. Develop the technical capabilities of the Proceedings Officers so that team members are legally knowledgeable and procedurally astute in order to enhance the smooth and professional running of the Courts. Lead internal training sessions aimed at ensuring that team members understand criminal and civil matters and other relevant topics, their impact on resources and procedures. Keep abreast of changes in legislation, analysing potential implications and advising court users of potential impact on resources, procedures and sentencing as appropriate. Identify opportunities for cross-training between the Courts as part of contributing to upskilling the Judicial Greffe.
2. Although primarily based in one of the Courts (Magistrate's Court, Royal Court and Court of Appeal, Family Court) the post-holder will be able to assist in other Court areas when required in response to demand pressures in order to assist the professional administration of the Courts.
3. Function as a line manager for one or more Court Proceedings Officers and/or Assistant Proceedings Officers (depending on the location of the role), ensuring their appropriate training and development in order to fulfil the requirements of the role. As line manager, responsible and accountable for performance management of staff through setting and monitoring of objectives which are aligned to the Departmental strategic goals.
4. Proactively act as adviser to court users on matters of legal procedure, sentencing and administration during court sessions when sitting as Greffier, ensuring that all statutory requirements for the operation of the Royal Court, Court of Appeal, Magistrate's Court, Youth Court, Petty Debts Court and Family Court are complied with, in order to ensure the smooth running of the Court.
5. Undertake listing responsibility and manage the Court Diary (for Magistrate's Court and Family Court) to ensure that all matters are heard efficiently and at the appropriate time liaising with

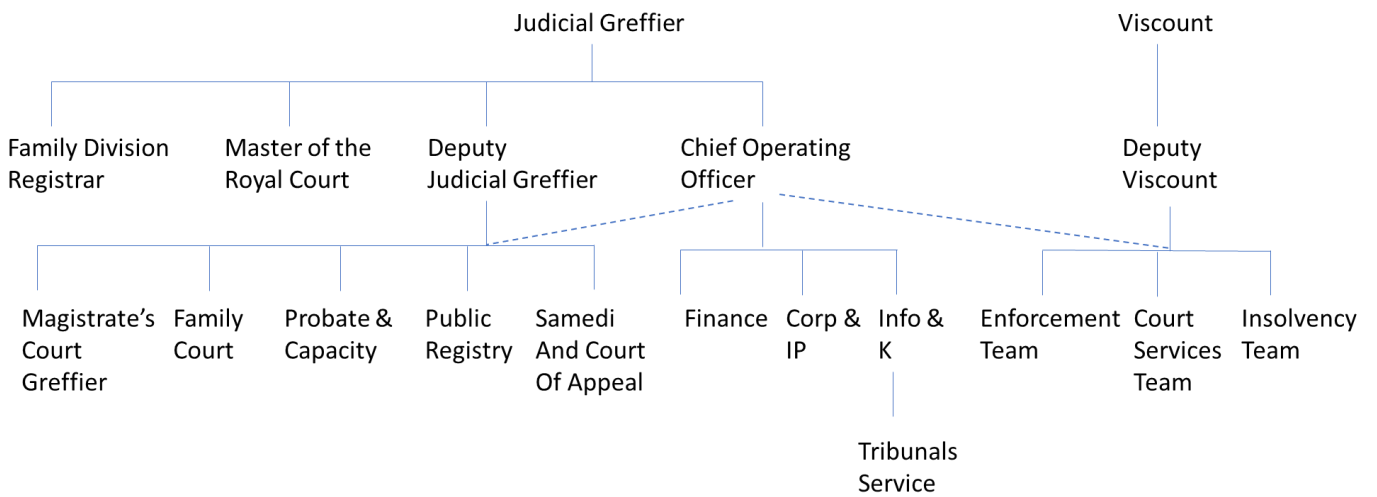
all Parishes, Police, Counsel and non-represented defendants to ensure sufficient resources are allocated and that court schedules incorporate sufficient time to deal with cases expeditiously. Organise attendance of Interpreters where relevant.

6. Work in partnership with the Court Ushers and others to ensure the smooth running of the Court room and professional administration of justice. Prepare for court, ensuring that all required documentation is provided by the parties in advance of the hearing to enable those sitting to be fully prepared. Compile individual court files, ensuring that directions made by the Court have been complied with and brief the Magistrate, Youth Panel or others prior to each sitting. Provide on-call duty cover for all emergency courts. Produce Acts of Court, interlocutory orders and agreed resolutions. Ensure all court rooms and key meeting rooms have up to date reference material such as Practice Directions, Sentencing Guidelines and key statutes and oaths.
7. Ensure accurate recording of all court decisions, in both hard and soft copy, draft and issue Acts of Court to relevant parties, disseminate decisions to relevant agencies within agreed timescales and ensure safe keeping of all court records and confidential material in order to ensure the smooth and effective running of the Courts and the effective administration of justice.
8. Prepare and publish online accurate daily outcomes of Court hearings to ensure transparency of service for the public, consulting with the media as required. Draft and ensure provision of accurate written guidance to all litigants in person and non-represented defendants in either soft or hard copy.
9. Assist with analysis of key performance indicators as a basis for strategic planning and maintenance of performance standards. Monitor success and identify areas of potential concern within the team and with stakeholders. Establish appropriate systems and processes to ensure effective and efficient delivery of services, and for the provision of advice and guidance to counsel, legal advisers, non-represented defendants, Centeniers, media and members of the public. Contribute to access to justice in an innovative and forward-thinking way by actively participating with colleagues in the Court Digitization project. Assist with developing improved working processes. Provide a sounding board for web content.
10. Function as Greffier Substitute in Commissions Rogatoires undertaken in accordance with the Evidence (Proceedings in other Jurisdictions) (Jersey) Order 1983 (to obtain evidence in connection with proceedings taking place in foreign jurisdictions). Undertake any other duties as required.

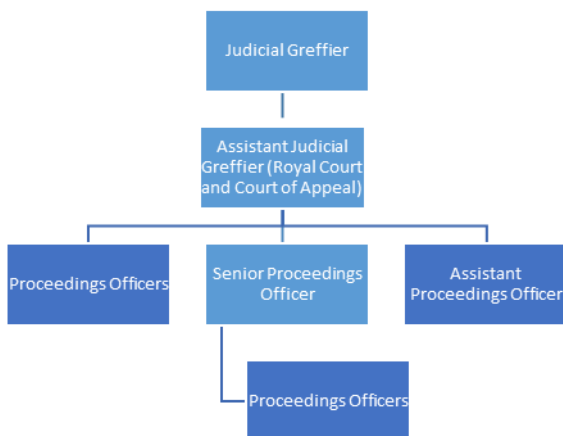
Statutory responsibilities

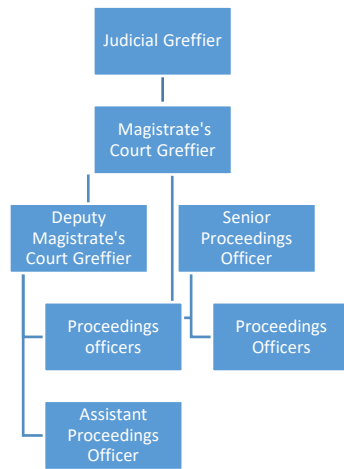
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Organisation chart





Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree level (or equivalent) in a numerate, legal or business related subject</p> <p>Managerial qualification or membership of appropriate professional body at level 5, for example CMI level 5 Management and Leadership.</p>	<p>Legal Qualification at degree level.</p> <p>Qualification in project management such as Prince 2, PMP or Agile.</p> <p>Leadership qualification at level 5, for example CMI Management and Leadership level 5.</p>
<p>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></p>	<p>Knowledge and understanding of criminal procedure and practice in Jersey including Magistrate's Adult Remand Court and Youth Court.</p> <p>Knowledge and understanding of significant criminal laws and statutes of Jersey and their application in the criminal justice process.</p> <p>Knowledge and understanding of the Magistrate's Court in the context of the Jersey criminal justice system and of the team within the Judicial Greffe</p>	<p>Familiarity with IT systems and solutions currently in use in the Judicial Greffe.</p> <p>Understanding of HR policies and procedures.</p>

	<p>Knowledge and understanding of criminal proceedings in the Royal Court including the operation of the Samedi Division and of the Court of Appeal.</p> <p>Excellent organisational skills. Ability to work efficiently under pressure.</p>	
<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>Excellent communication and inter-personal skills to deal with all court users in an informed, respectful manner.</p> <p>Proficient in the use of IT systems and solutions, including Egress, Case Center, DAISy, and databases.</p> <p>Ability to listen and challenge confidently where necessary in an appropriate manner.</p> <p>Ability to work unsupervised and to prioritise, plan and deliver daily workload for self, and team.</p> <p>Proficiency in drafting Court Orders, directions and Acts of Court accurately and concisely. Excellent writing skills.</p>	<p>Familiarity with search engines and legal solutions such as Lexisnexis or WestLaw.</p> <p>Ability to analyse data and identify areas for improvement.</p> <p>Familiarity with use of technology enabling remote court attendance; and with recording technology.</p> <p>Confidence to make provide training to colleagues.</p> <p>Willingness to learn and adapt to new and emerging technologies.</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>Patience to deal with individuals from a range of backgrounds and life experiences politely and efficiently.</p> <p>Ability to challenge, influence and motivate colleagues to deliver</p>	<p>Positive attitude to change and an ability to help with implementing changes in practice and procedure.</p> <p>Participation in a significant change programme.</p>

	<p>results. Flexibility to adapt quickly to changing circumstances.</p> <p>Excellent written and verbal communication and time management skills.</p> <p>Ability to work consistently, efficiently and accurately.</p> <p>Ability to identify capability gaps within the criminal justice service and take appropriate steps to develop team capabilities.</p> <p>Strong team player with a good work ethic; willing to take on any role to get the job done. Initiative-taking and highly motivated.</p> <p>Attention to detail and meticulous in maintaining standards.</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 the criminal court(s) in Jersey or in the Magistrates' Courts and Crown Courts in England and Wales.</p> <p>Ability to deal with all stakeholders involved in the criminal justice process and in the civil justice process.</p>	<p>Experience of in working for other criminal justice stakeholders e.g. charges office; Police; LOD.</p> <p>Experience of leading a team within a larger organisation.</p>