

**VICTIM CARE AND ADVICE SERVICE – CRIMINAL JUSTICE CASE WORKER**

**THE OFFICE OF THE DURHAM POLICE AND CRIME COMMISSIONER**

**REF 37/23**

**Location**: Based within police premises across County Durham and Darlington

**Salary:** Grade C £23,259 - 24,813 per annum

**Hours:** 37 hours per week, Monday to Friday, working 9am to 5pm. The flexible working hour’s scheme is applicable

**Qualifications:** Minimum 4 GCSE’s (9-4/A-C) including English and Maths or other evidence of equivalent / higher academic qualification

**Job type**: Permanent

**Closing Date:** Friday 5pm 10th March 2023

**About the role**

The Durham Police and Crime Commissioner (PCC) is committed to delivering the Police and Crime plan, working closely with Durham Constabulary, and providing assurance to our local communities.

This is an exciting opportunity to join our Victim Care and Advice Service team. We are looking for a proactive and dynamic individual to perform the role of a Criminal Justice Case Worker who will support victims and witnesses through the often complex Criminal Justice process and provide Restorative Justice opportunities where appropriate. (Restorative Justice training will be provided to the successful applicant).

This is a highly varied role requiring enthusiasm in what is often a fast paced and changing environment where you can make a real difference to people’s lives.

For further enquiries regarding the vacancy please contact Mark Warcup on 07980 713256 or email mark.warcup@durham-pcc.gov.uk

**Applicants must possess a full, current driving licence or have access to a means of mobility support as the role involves extensive travel to various meetings across the force.**

# Vetting

The Office of the Durham Police and Crime Commissioner has a strict vetting requirement, and any offer of employment will be subject to appropriate vetting levels which will be maintained / updated throughout the period of service. In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in the UK for at least 3 years and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process. Individuals who are not able to meet this criterion will be subject to appropriate risk assessment by the Counter Corruption & Vetting Unit.

# Tattoos

Any tattoo anywhere on the body that is obscene, or advocates sexual, racial, ethnic, or religious discrimination, by written word or design is prohibited and the presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Office of the Durham Police and Crime Commissioner. Tattoos which are visible on the face, scalp, ears, neck, and hands are not considered appropriate for those who are in public facing roles. ‘Public facing’ also extends to include those employees who engage with partner agencies.

**Political Restrictions**

This post is politically restricted in line with relevant legislation.

[The Local Government Officers (Political Restrictions) Regulations 1990 (legislation.gov.uk)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2Fuksi%2F1990%2F851%2Fmade&data=05%7C01%7CHailey.Tinson%40durham-pcc.gov.uk%7C4c4aa381d89f45de0a7c08da6a4352d7%7C4bed7fe3f41040769052b7b894eafffe%7C0%7C0%7C637939134628883992%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=EzkTLgemX4Mz7ZYhUfndLA9HsjdeQE7IbO9zzyHaY6s%3D&reserved=0)

# To Apply

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The Office of the Durham Police and Crime Commissioner welcome applications from everyone, but as members of ethnic minority groups are currently under-represented, we would encourage applications from these groups. Appointment will be based on merit.

*Durham Constabulary is a Disability Confident Employer. We guarantee the offer of an interview to applicants who meet the essential criteria for a post.*

To apply please complete the following – Pers 198 Police Staff Application Form

Completed application forms should be returned to human.resources@durham.police.uk.

**Hard copy applications will not be accepted.**

**Please note that Curriculum Vitaes (CVs) will not be accepted**

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**Criminal Justice Case Worker**

**JOB DESCRIPTION**

**JOB TITLE:** Criminal Justice Case Worker

**DEPARTMENT:** The Office of the Durham Police and Crime Commissioner – The Victim Care and Advice Service

**LOCATION:** Office of the Durham Police and Crime Commissioner, Police HQ, Durham, DH1 5TT. Some working from home will be expected, subject to mutual agreement

**SALARY:** Grade C £23,259 - 24,813 per annum

**RESPONSIBLE TO:** Victim Care and Advice Service Manager

**JOB PURPOSE:**

The Victim Care and Advice Service are free and confidential team within the Office of the Durham Police and Crime Commissioners who provide victims and witnesses with professional, personalised support to help them cope and recover from the impact that crime may have had upon them and to support them through the Criminal Justice Process.

**MAIN DUTIES:**

The main duties of the Criminal Justice Case Worker are to;

* increase victim and witness involvement, confidence, and satisfaction in the Criminal Justice process.
* act as a continuous point of contact for victims and witnesses of crime following a charging decision or other disposal, in order to coordinate the support, they may need throughout their engagement within the Criminal Justice Process and assist in removing barriers to those peoples participation in that process.
* deliver, support, and enable effective Restorative Justice interventions across a range of crime and case types. (Restorative Justice training will be provided to the successful applicant)

**PRINCIPAL TASKS:**

* Pro-actively develop appropriate relationships with victims and witnesses in order to support them through the Criminal Justice process, explaining their role within that process, helping them understand their rights and empowering those people dealing with the stressful navigation of that often-complex process.
* Coordinate that support for victims and witnesses between Criminal Justice partner agencies (Police, Witness Care, Crown Prosecution Service, National Probation Service, Witness Service, HMCTS, Judiciary) to ensure that victims and witnesses are at the heart of the court process.
* Assess victims and offenders as to their suitability for Restorative Justice interventions.
* Where required facilitate direct and indirect restorative interventions in accordance with the Restorative Justice Council’s Best Practice Guidance for Restorative Practice
* Where required facilitate effective introductions and onward referrals to other specialist services
* Maintain and manage accurate records of all cases worked on
* Follow procedures and protocols with other services so that the safety and interests of the victim is kept central to any process.
* Ensure all work complies with Health and Safety and Data Protection policies and procedures.

**Person Specification**

**Job Title:** Criminal Justice Case Worker

**Department:** The Durham Police & Crime Commissioner’s Office

| **Employee** | **Essential** | **Assessment****Criteria** |
| --- | --- | --- |
| Educational Attainment / Professional Qualifications | * Minimum 4 GCSE’s (A-C) including English and Maths or other evidence of equivalent / higher academic qualification
 | Sift/Interview |
| Work Experience | * 3 months experience of working within or knowledge of the Criminal Justice System
 | Sift/Interview  |
| Knowledge / Skills / Aptitudes | * Enhanced literacy skills, e.g. composition of reports
* Enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand
 | Sift / Interview |
| Disposition | **Essential*** Able to work collaboratively and proactively with internal and external colleagues
* Able to work under pressure to meet specific deadlines
* Able to work on own initiative as well as part of a team
* Excellent communication skills

**Desirable*** Ability to build and maintain productive working partnerships
 | Sift/Interview |
| Special Requirements | **Essential** * To be committed to excellent public service and transparency
* To be of the highest integrity
* To have a respect for diversity and be committed to the principles of Equal Opportunities
* To possess a full, current driving license or have access to a means of mobility support
 | Sift/Interview |

**THE OFFICE OF THE DURHAM POLICE, CRIME COMMISSONER (ODPCC)**

**CONDITIONS OF APPOINTMENT**

**CRIMINAL JUSTICE CASE WORKER.**

**1. SALARY**

Annual salary will be based on Grade C £23,259 - 24,813 per annum

**2. PENSION**

 New employees are required to choose a pension arrangement to which they will contribute on taking up appointment with the Office of the Police and Crime Commissioner.

 The Local Government Pension Scheme.

 The State Earnings Related Pension Scheme.

 A Personal Pension arrangement.

 New employees will be automatically enrolled into the Local Government Pension Scheme.  The successful applicant will have the right to opt out of the Pension Scheme once they have commenced employment

**3. SICKNESS DECLARATION & MEDICAL SCREENING/ EXAMINATION**

 This appointment will be subject to satisfactory pre-employment medical screening. During these pre-employment checks the Constabulary requests sickness details from your previous employer(s). Following screening the successful candidate may be required to attend for a medical appointment.

**4. ANNUAL LEAVE**

 Annual leave will be calculated on a pro-rata basis according to the number of hours worked per week. Annual leave for a full-time employee (37 hours per week) will be a minimum of 26 days rising to a maximum of 31 days after 5 years continuous service.

The annual leave year runs from 1st January to 31st December and those who commence employment during the year will be entitled to a proportion of the annual leave entitlement.

**5. PERIOD OF NOTICE**

 The appointment will be terminable by 4 weeks’ notice in writing on either side, subject to the provisions of the Employment Rights Act, 1996.

**6. PROBATIONARY PERIOD**

 Appointment is subject to a Probationary Period of 6 months.

**7. TRAINING**

The Office of the Police Crime and Commissioner has a positive policy towards identifying and meeting the training needs of all of its staff and it is a condition of employment that staff are prepared to participate in any training courses which are felt to be appropriate to their needs. Most training needs will be met within the organisation, but he/she may be able and required to attend job related short courses.

**8. ACCOMMODATION / LOCATION OF POST**

Your principal place of work will be the Durham OPCC based at Durham Constabulary HQ, Aykley Heads, Durham.

However, the Office of the Durham Police, Crime and Commissioner reserves the right to require you, on a temporary basis, to carry out any other duties or move to any other post appropriate to your grade, at any location within County Durham and Darlington as business requirements indicate.

If you are required to move on a permanent basis, you will be required to do so only after a reasonable period of consultation and notice, which will take into account your reasonable personal requirements.

Any additional reasonable travelling expenses which may incur as a result of any change of your place of work will be met.

**9. EQUAL OPPORTUNITIES POLICY**

 The Police, Crime and Victims’ Commissioner requires a respect for diversity, encourages and is committed to the principles of Equal Opportunities.

**10. WORKING HOURS**

37 hours per week, Monday to Friday, working 9am to 5pm. The flexible working hour’s scheme is applicable.

**11. TRAVELLING EXPENSES**

Expenses will not be paid for any part of the recruitment procedures.

**12. OTHER CONDITIONS**

 The other terms and conditions of appointment (including the conditions relative to annual leave and the payment of salary in case of sickness) will be in accordance with relevant regulations.

All Police Staff regardless of role will be subject to random testing for drugs as per force policy.

**Vetting**

The ODPCC has a strict vetting requirement, and any offer of employment will be subject to appropriate vetting levels which will be maintained / updated throughout the period of service.  In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in the UK for at least 3 years  and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process. Individuals who are not able to meet this criterion will be subject to appropriate risk assessment by the Force Counter Corruption & Vetting Unit.

**13. CANVASSING**

 Canvassing, either directly or indirectly, is prohibited.

**14. TATTOOS**

Any tattoo anywhere on the body that is obscene, or advocates sexual, racial, ethnic, or religious discrimination, by written word or design is prohibited and the presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the ODPCC.

**15. SMOKING POLICY**

 The ODPCC operates a “No Smoking” policy.

**16. ADDITIONAL BUSINESS OR EMPLOYMENT**

Employees must devote their whole-time service to the work of the ODPCC and must not engage in any other business or take up any other employment without the written consent of the Chief Executive to the ODPCC.

**17. CLOSING DATE**

The closing date for receipt of applications for this post is **5pm Friday 10 March 2023**.

**18. SELECTION PROCESS**

 Specific dates for assessment/testing/interview for this post have been identified and details are given below (please not these are approximate and may be subject to change)

**19. APPOINTMENT OFFER/ANTICIPATED DATE FOR FILLING THIS POST**

The appointment offer will be subject to satisfactory references, medical and security clearances. Should any clearances prove to be unsatisfactory the Police, Crime and Victims’ Commissioner reserves the right to withdraw any offer of employment made. A starting date will be agreed following receipt of satisfactory clearances, taking into account notice periods required.

This post will be filled as soon as practicable.