COMBINED ENQUIRY TEAM (CET) OFFICERS - RESPONSE & CRIME COMMAND

REF 31/17

Location: Police HQ, Durham
You will also be required to work at a police station alongside the Prisoner Handling Team for a maximum of two days per week.

Salary: Scale 4 £19,521 to £21,618 per annum.

Hours: 37 hours per week, working Monday to Friday.

Job Type: Permanent

Closing Date: 28th April 2017

Qualifications: 4 G.C.S.E. levels (Grade A to C) including English Language or Literature and Maths or an approved equivalent. An individual who possess an equivalent e.g. NVQ must provide evidence of Math’s and English.

Further information regarding the relevancy of equivalent qualifications is available from the OfQual website at http://ofqual.gov.uk/help-and-advice/comparing-qualifications/

The CET Officer is responsible for the preparation and submission of prosecution files, to the Crown Prosecution Service as defined in the Home Office Manual of Guidance, the Criminal Procedures and Investigation Act 2006 (CPIA), DPP 5th Edition Guidance on Charging which incorporates national file standards, and performance timescales.

We are looking for candidates with at least one years’ previous clerical experience, one years’ experience of dealing with the public and experience in the Criminal Justice Arena. Ideally candidates should possess enhanced literacy skills e.g. composition of original memos, letters or short reports on a regular basis and keyboard skills where accuracy is essential but speed is not a key demand.

Please note that this role may occasionally require the post holder to access and view both sensitive and potentially disturbing images.

There is also a requirement to be in possession of a full current driving license to drive manual vehicles as there will be a need to drive police vehicles between work locations. However, if you have a disability and you are able to drive an automatic vehicle, reasonable adjustments will be made where appropriate.
DURHAM CONSTABULARY

JOB DESCRIPTION

JOB TITLE: Combined Enquiry Team Officer

DEPARTMENT: Response & Crime Command

GRADE: Scale 4

RESPONSIBLE TO: CET Supervisor

JOB PURPOSE: The Criminal Justice Unit (CJU) is responsible for the preparation of files and associated tasks in relation to the pre and post court process work. The CET officer is responsible for the preparation and submission of prosecution files, to the Crown Prosecution Service, in line with the manual of guidance, and performance timescales. The role also involves consultation with the CPS and other agencies in relation to the file preparation. The information dealt with is of a confidential and sensitive nature. There will also be occasional access and viewing of both sensitive and potential disturbing images.

MAIN DUTIES AND RESPONSIBILITIES

1. To identify potential lines of enquiry and other evidence in order to administratively prepare and present prosecution case files to a quality standard and within time constraints.

2. To comply with the witness charter and special measures procedures in order that a premium service is delivered to victims and witnesses when necessary, to obtain and compose/write evidential statements, seizing evidence as and when necessary.

3. To work within the guidelines relevant to disclosure (CPIA) and the rules of evidence

4. To input, update and retrieve data, using the relevant computer systems, and make best use of technology.

5. Provide a customer focused service, to members of the public and agencies within the Criminal Justice System.

6. To attend court and present evidence as necessary.

7. To work as part of a team, and also as an individual utilize sound time management skills, to ensure targets deadlines are met.
8. Provide specialist knowledge and advice to operational officers, members of the public and associated agencies.

9. Attend and participate in meetings as required (e.g. case conferences), maintain regular liaison with CPS caseworkers, Lawyers and Barristers.

10. To adhered to individual needs, diversity and promote equality, diversity and human rights, maintaining high standards of professional practice throughout.

11. To carry out demonstration of systems and procedures used within the CET to relevant interested parties.

12. To attend all training courses relevant to the role.

The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.
# DURHAM CONSTABULARY

## PERSON SPECIFICATION

**JOB TITLE:** Combined Enquiry Team Officer  
**DEPARTMENT:** Response & Crime Command

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>THE SUCCESSFUL CANDIDATE SHOULD POSSES THE FOLLOWING:--</th>
<th>ASSESSMENT CRITERIA</th>
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</thead>
<tbody>
<tr>
<td>Educational Attainment/Professional Qualifications</td>
<td>• 4 G.C.S.E. levels (Grade A to C) including English Language or Literature and Maths or an approved equivalent. An individual who possess an equivalent e.g. NVQ must provide evidence of Math’s and English.</td>
<td>• Sift/Interview</td>
</tr>
</tbody>
</table>
| Work Experience | • At least one years previous clerical experience  
• At least one years’ previous experience of dealing with the public and experience in the Criminal Justice Arena. | • Sift/Interview  
• Sift/Interview |
| Knowledge/Skills/Aptitudes | • Numerical skills, e.g. addition, subtraction, simple multiplication or division, simple statistics  
• Enhanced literacy skills, e.g. composing | • Sift/Interview  
• Sift/Interview |
<table>
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<tr>
<th>either original memos, letters or short reports on a regular basis, statement writing</th>
<th>Enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand</th>
<th>Sift/Interview</th>
</tr>
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<tbody>
<tr>
<td><strong>Disposition</strong></td>
<td>Able to work under pressure to meet specific deadlines</td>
<td>Sift/Interview</td>
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<td></td>
<td>Able to work on own initiative as well as part of a team</td>
<td>Sift/Interview</td>
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<tr>
<td><strong>Special Requirements</strong></td>
<td>To be of the highest integrity</td>
<td>Sift/Interview</td>
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<td>To have a respect for diversity and be committed to the principles of Equal Opportunities</td>
<td>Sift/Interview</td>
</tr>
<tr>
<td></td>
<td>To possess a full current driving license to drive manual vehicles. However, if you have a disability and you are able to drive an automatic vehicle, reasonable adjustments will be made where appropriate.</td>
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DURHAM CONSTABULARY

CONDITIONS OF APPOINTMENT

COMBINED ENQUIRY TEAM (CET) OFFICERS
RESPONSE & CRIME COMMAND

1. **SALARY**

   Annual salary will be based on Durham Scale 4 Police Staff Council:
   
   £
   
   19,521
   20,205
   20,874
   21,618

2. **PENSION**

   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**

   All applicants should note that Durham Constabulary applies stringent sickness absence criterion. All appointments 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 maximum entitlement of 31 days will also apply to those successful applicants who currently have 5 years continuous service as a member of Police Staff with a Police Authority; Scottish Joint Board; National Crime Squad; National Criminal Intelligence Service; Centrex; Police Service of Northern Ireland; non-Home Office Forces; the Metropolitan Police or as a member of a Local Government Authority. The foregoing leave is in addition to normal public holidays.

   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**

Substantive appointment is subject to a Probationary Period of six months, unless you are required to attend a training course that exceeds 4 weeks, then your probationary period will be extended accordingly. Included in your Probationary Period, are any training courses that you are required to pass. At the end of the Probationary Period, subject to satisfactory report, you will be transferred to the established staff.

7. **TRAINING**

Durham Constabulary 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 required to attend job related short courses.

8. **RETURN OF SERVICE/REFUND OF COURSE FEES**

If you do not serve for a minimum of 2 years with Durham Constabulary you may be required to refund the costs for any training courses undertaken.

9. **OFFICIAL SECRETS ACTS**

Upon appointment with Durham Constabulary all employees will be subject to the provisions of the Official Secrets Acts, 1911, 1920 and 1989 and will observe secrecy in all matters that may come to their notice whilst in the performance of the duties allotted to them and will only divulge such matters if compelled by law or upon the instructions of the Chief Constable, or other supervisory officer.

10. **VOLUNTARY RESERVE FORCES**

Staff may participate in the Military Voluntary Reserve Forces. These are defined as The TA; the Royal Navy Reserve; the Royal Marine Reserves, the Royal Auxiliary Air Force, the Royal Air Force Volunteer Reserve Training RAFVR (T), Air Cadet Organisation, Sea Cadets, Adult Warrant Officer (AWO) or civilian instructor. Authority to do is sought from the Chief Constable.

11. **POLITICAL RestrICTIONS**

The Chief Constable is committed to creating a totally anti-discriminatory and inclusive police service therefore no member of
Durham Constabulary may be a member of an organisation whose constitution, aims, objectives or pronouncements contradict the general duty to promote equality.

12. ACCOMMODATION / LOCATION OF POST(S)

These posts will be based at Police HQ, Durham. You will also be required to work at a police station alongside the Prisoner Handling Team for a maximum of two days per week.

13. EQUAL OPPORTUNITIES POLICY

Durham Constabulary requires a respect for diversity encourages and is committed to the principles of Equal Opportunities.

14. WORKING HOURS

37 hours per week, working Monday to Friday. The Flexible working hours' scheme is applicable.

15. TRAVELLING EXPENSES

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

16. OTHER CONDITIONS

Vetting

Durham Constabulary 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 criteria will be subject to appropriate risk assessment by the Force Information Assurance Manager.

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

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 Constabulary.

17. **CANVASSING**

Canvassing, either directly or indirectly, is prohibited.

18. **ADDITIONAL BUSINESS OR EMPLOYMENT**

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

19. **SMOKING POLICY**

Durham Constabulary operates a “No Smoking” policy.

20. **CLOSING DATE**

Applications must be received by the closing date of 5 p.m. on **Friday 28th April 2017**.

22. **GENERAL**

Applications will not be acknowledged, and if you do not hear from us within six weeks you can assume that you have been unsuccessful. Should this be the case we would like to thank you for your interest in this post.

Where possible, specific dates for assessment (if applicable) and interview for this post have been identified and details are given below. Unfortunately, we are not always able to offer alternative dates.

Assessment and Interviews are planned for May 2017.

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

We hope to make a **conditional** offer of an appointment approximately one month after the closing date. The appointment offer will be subject to satisfactory pre - employment clearances including medical screening, recruitment vetting checks and employment references. Should any clearance prove to be unsatisfactory we reserve 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.