

JOB DESCRIPTION

Post: Case Summariser
Grade: Band B **Job Evaluation Ref:** C277
District/Department: Joint Justice Services
Sector/Section: Crown Court Team
Location: Carmelite House, Norwich
Reporting to: Assistant Team Leader – Crown Court Team

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

Provide an efficient and confidential copy, word processing and audio typing service in addition to providing summaries of interviews from tapes, DVDs and other media sources. Input and interrogate various computer systems and perform general clerical duties.

All duties must be carried out in a manner that supports the constabulary's commitment to equality and inclusion.

2. Main activities of the role *(This list is not exhaustive)*

- Provide accurate summaries of interviews from tapes, DVDs and other media sources as well as a full copy, word processing and audio typing service.
- Interpret information/evidence within the interviews and produce accurate summaries of the salient points in the interviews for use in the prosecution procedure, maintaining high quality.
- Provide guidance to Police Officers and Police Staff, answering queries on the necessity for, or content of, the summaries.
- Effectively prioritise own workload to ensure deadlines are met, liaising with officers/staff where problems arise with respect to meeting deadlines.
- Ensure that instructions received from supervisors within the Trials Work Team are activated within the established guidelines relating to various computer systems.
- Input and interrogate various computer systems.
- Assist other members of the Trials Work team in the performance of any clerical duties for which the Office is responsible, commensurate with the role and grade and as directed by supervisors.
- Any other duties commensurate with the role and grade as may reasonably be required by line management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.

- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

PERSON SPECIFICATION

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District/Department: Joint Justice Services

Location: Carmelite House, Norwich

Essential Criteria

1. Typing/word processing to RSA III standard, its equivalent or proven experience.
2. Proven experience of audio typing.
3. Ability to demonstrate effective verbal and written communication skills.
4. Proven experience of organising tasks effectively to achieve accuracy and quality standards.
5. Proven experience of organising and completing tasks within given deadlines.
6. Evidence of self-motivation and enthusiasm.
7. Proven ability to work unsupervised and on own initiative.

Desirable Criteria

1. Proven experience of summarising skills.
2. Previous experience in the use of Microsoft Word