

|                   |                           |                            |  |
|-------------------|---------------------------|----------------------------|--|
| <b>Role Title</b> | Legal Interpreter/Adviser | <b>Reporting to</b>        | PNLD Manager                                       |
| <b>Section</b>    | PNLD                      | <b>Division/Department</b> | Office of the Police and Crime Commissioner (OPCC) |
| <b>Tenure</b>     |                           | <b>Rank/Grade</b>          | SO2 - POA  |

## Part A – JOB DESCRIPTION

|                                |  |
|--------------------------------|--|
| <b>Overall purpose of role</b> | To provide an accurate and up-to-date interpretation of all law and, in particular, criminal law and Police Procedures to assist Forces/Customers and other Agencies for maintaining a database known as PNLD distributed across all Forces in England and Wales and external customers. |
|--------------------------------|--|

| <b>Key outputs for role</b> |   | <b>% time</b> |
|-----------------------------|---|---------------|
| Generic                     | <ol style="list-style-type: none"> <li>1. Monitor, advise and interpret legislative changes and judicial precedent impacting on the application of law in England and Wales, with particular emphasis on ensuring that the integrity and reputation of Force Chief Constables is preserved.</li> <li>2. Undertake in-depth research and analysis on legislation and associated documents (e.g. Statutory Instruments, Protocols, Home Office Circulars) to ensure advice provided is accurate and relevant.</li> <li>3. Interpret and identify the appropriate application of legislation (e.g. offence wordings, points to prove) for users, in particular Police Officers to ensure that the law is applied fairly and consistently.</li> <li>4. Write and maintain accurate information, identifying links to other legislation, where appropriate, to ensure that all appropriate legislative considerations are clearly recognised.</li> <li>5. Review and evaluate written information, incorporating regular changes to legislation to ensure it is up-to-date and clearly written.</li> <li>6. Maintain, expand and develop Home Office Criminal Justice Database (additional to PNLD) to provide accurate and timely information.</li> <li>7. Provide presentations and training sessions on the work of the Unit to prospective and existing users and new staff to enhance awareness and knowledge of the PNLD product and to attract new customers.</li> <li>8. Provide professional written and verbal advice on all aspects of law and on the operation of the PNLD system to ensure utilisation of and access to accurate information.</li> <li>9. Commit to and work towards our ambition to deliver world-class policing, leading by example and behaving in line with the Force Purpose and Values, and taking appropriate action to ensure that all of your team members do likewise.</li> </ol> |               |

|   |
|---|
| <b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)  |
| <ul style="list-style-type: none"> <li>• All Police Officers and Police Staff in England and Wales. Database has 2 million hits annually. Includes personal advice to Officers when required.</li> <li>• Responsible for database worth £15.5 million</li> <li>• Responsible for maintaining accurate and up-to-date material on all aspects of Criminal Law, Road Traffic Law, Evidence and General Police Duties and Procedures which include Firearms, Licensing, Human Rights, Child Protection, Animals, Information Technology and Discrimination.</li> <li>• Separate Home Office Criminal Justice Database used by the whole of the Criminal Justice System in England and Wales Including Magistrates Courts and Probation Offices.</li> </ul> |

**Work/Business contacts**

**Internal:** All Police Officers up to Chief Officer rank

**External:** All Police Officers in England and Wales. Wide-ranging and extensive including Home Office, Judicial bodies, Law Faculties, Barrister/Solicitors, CPS and other such bodies. New customers for PNLD.

**Expertise in Role Required (At selection - Level 1)**

**Essential or Desirable**

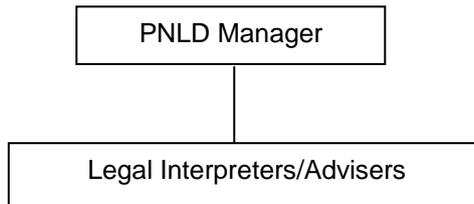
- A degree in Law. Essential
- A thorough knowledge of the legislative process and law relating to the Police and the ability to communicate such matters effectively. Essential
- Detailed knowledge and ability to use various research methods. Essential
- Computer skills, i.e. word processing and the use of Internet software programs. Essential
- Substantial relevant experience in the field of criminal law. Desirable

**Other (Physical, mobility, local conditions)**

**Expertise in Role - After initial development - Level 2**

- Ability to cope with a substantial and multi-faceted workload with a minimum of supervision and within enforced time limits.
- Detailed knowledge of processes and policies within PNLD for the successful operation of PNLD
- Detailed knowledge of police organisational structures and a working knowledge of outside agencies.
- Demonstrated ability to use a range of computer software packages relevant for the development of PNLD

**Structure**



**Signatures**

Approved by : Line Manager \_\_\_\_\_

Approved by : Post Holder/or Representative \_\_\_\_\_

## PART B – Personal Qualities

| <b>OPCC Skills for Justice</b> | <b>Level</b> |
|--------------------------------|--------------|
| • Serving the public           | PO           |
| • Leading change               | PO           |
| • Leading people               | PO           |
| • Managing performance         | PO           |
| • Professionalism              | PO           |
| • Decision making              | PO           |
| • Working with others          | PO           |

## Part C - DEVELOPMENT OF ROLE

| <b>Expertise in Role (Advanced - Level 3)</b>   |
|---|
| • Considered an expert source of advice on matters related to criminal law and police procedures. |

| <b>Standard IT Access</b> |
|---------------------------|
| Default                   |

| <b>Police Building – Perimeter and Zone Access</b> |
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| Perimeter Access to Police Buildings where based   |

| <b>Vetting Level</b> |
|----------------------|
| Recruitment Vetting  |

| <b>Date accepted as Role Profile</b> |
|--------------------------------------|
| 28/04/04                             |