

Job Description

Post Title:	Justice Centre Partnership Liaison Officer
Grade:	D
Responsible to:	Strategic Estates and Asset Manager
Responsible for:	N/a
Location:	Based between Leamington Justice Centre, Nuneaton Justice Centre, and Warwickshire Police Headquarters, Leek Wootton (from the above, the base location for the calculation of travelling costs will be agreed with the postholder on appointment)
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Job purpose

Main responsibilities

1. To provide effective communication with all Justice Centre partners, including (but not limited to) Police, Probation, His Majesty's Courts and Tribunal Service (HMCTS), the Crown Prosecution Service (CPS), and the Youth Justice Service (YJS), ensuring that communication and relationships contribute positively towards the smooth running of local operations within the Justice Centres
2. To meet regularly with all Justice Centre partners, improving operational practices and where required, looking at ways to problem solve.

3. To liaise closely with relevant roles and functions from the Office of the Police and Crime Commissioner (OPCC) and Warwickshire Police on the day to day running of the Justice Centres, including matters that may affect or need to be communicated with Justice Centre partners.
4. Produce and present documents, briefing papers, reports, spreadsheets and presentations and carry out analysis of information at Justice Centre partner related boards.
5. To assist with any identified projects within the Justice Centres as required.
6. To facilitate and provide secretarial / administrative support as necessary.
7. To collate the Justice Centre Health and Safety compliance checks and ensure they are taking place within all agencies and communal areas.
8. To be aware of and identify Health and Safety risks and routine maintenance in and around the building and report as appropriate
9. To monitor and update any Justice Centre policies and procedures ensuring that they are widely consulted on with all partner agencies.
10. To ensure the OPCC are fully informed of relevant ongoing matters relating to criminal justice partner agencies.
11. Carry out financial administrative tasks including the booking, ordering of goods and raising of invoices, ensuring the appropriate financial controls are in place.
12. To manage confidential information with discretion and in line with relevant legislation and to ensure appropriate safeguarding processes are followed.
13. To be aware of partner lease terms and conditions and ensure adherence to these.
14. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required

Special conditions

- Frequent travel between Leamington Justice Centre, Nuneaton Justice Centre, and Warwickshire Police Headquarters, Leek Wootton.
- This role is politically restricted.
- Flexi-time applies to this role

Security level

- Recruitment Vetting
- CTC Vetting

Person specification

Knowledge

- Educated to Level 3 qualification (A Level, NVQ or equivalent) or relevant recent equivalent experience.
- A knowledge of Justice Centre operations would be desirable.

Experience

- Experience in a partnership liaison or customer service based role
- Administrative and secretarial experience.
- Experience of Liaising with, and reporting to Strategic Boards would be an advantage but is not essential.
- Experience of financial processes in area of ordering/invoicing.

Key Skills:

- Excellent communication skills.
- Excellent word processing skills.
- Problem solving skills.
- The ability to deal tactfully and appropriately with people at all levels, exhibiting sound judgement and high degree of emotional intelligence.
- Proven track record as an effective team player.
- Competent in the use of IT packages including Microsoft packages or equivalent.
- The ability to work unsupervised on own initiative to tight deadlines and prioritise a demanding workload.
- The ability to research, analyse large volumes of information, and prioritise as appropriate.
- The ability to deal with all confidential matters with absolute discretion and integrity.

Behaviours: Practitioner

All post holders are expected to know, understand, and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the [Competency and Values Framework](#) (CVF).

The CVF has six competencies that are clustered into three groups:

- Resolute, compassionate, and committed
- Inclusive, enabling, and visionary leadership

- Intelligent, creative and informed policing

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level 1 of the CVF.