



LAWYER SECONDMENT OPPORTUNITIES

FROM FRAUD TO FIREARMS

CROWN PROSECUTOR JOB
SPECIFICATION - LEVEL 1

Delivering Justice



Crown Prosecutor – Level 1

Location

Central London and various locations across the South Eastern Circuit¹

About the job

Job description

Subject to the successful candidate satisfying the “general qualification” provision within the meaning of section 71 of the Courts and Service Act 1990, the post is designated by the Director of Public Prosecutions as a Crown Prosecutor under the terms of section 1 (3) of the prosecution of Offences Act (1985).

The successful candidate will be competent to advise the investigation (except Statutory pre-charge advice), commence proceedings in cases that could be charged by the police in accordance with the latest edition of the Director’s Guidance on Charging and discontinue cases charged by the police. They could undertake case preparation for prosecution on volume crime and undertake advocacy in magistrates’ courts in relation to a range of preliminary, straightforward and contested casework including some either-way cases and bail applications. This will include NGAP courts, road traffic trials, simple summary trials, remand courts and sentencing. They could also undertake Crown Court case preparation and advocacy in relation to committals for sentence, appeals against sentence and conviction, guilty plea hearings and, potentially, straightforward trials.

Please note excess fares will not apply.

Qualifications

Legally Qualified: The successful applicant must be a qualified practising barrister or solicitor and must hold a valid Practising Certificate for England and Wales.

Academic: Law degree, Common Professional Examination, Graduate Diploma in Law.

Professional: Legal Practice Course or Bar Professional Training Course and have completed the relevant pupillage and training contract (or have received full exemption from the relevant professional regulatory body, either the Solicitors Regulation Authority or the Bar Standards Board).

If you apply AND are found not to possess any of the above any offer of appointment will be withdrawn, or contract terminated.

¹ Locations to include central London, Reading, Chelmsford, Canterbury and Guildford

If you are unsure about your eligibility please contact the CPS Strategic Resourcing Unit at Strategic.Resourcing@cps.gsi.gov.uk.

Memberships

The successful applicant must have a valid dual practising certificate for England and Wales or be eligible to obtain a valid practising certificate issued from either the Solicitors Regulation Authority or the Bar Standards Board.

The successful applicant should be a member of the current CPS Advocate Panel (2016 – 2020) at level 1.

Benefits

Candidates who are recommended by the selection panel but not initially appointed to the current vacancy will be placed on a waiting list for 12 months and may be offered another opportunity should any further vacancies for this role arise during this period.

The earliest opportunities will start as soon as practicable in 2017 (other opportunities may be available later in the year).

Advocates who complete an initial fixed term appointment would be permitted to either extend their appointment or re-apply, subject to agreement, up to a maximum period of 10 months.

Advocates will be seconded for an agreed minimum working period of between 60 and 120 working days. Whilst advocates will be expected to complete their secondment in full there will be flexibility to allow 'release days' to enable advocates meet existing professional commitments, by agreement.

Payment will be made for actual days worked at a daily rate of £250 per day. Payments will be made on a monthly basis in arrears on a PAYE basis.

Things you need to know

Security

Successful candidates must pass [basic security checks](#) and be required to sign the Official Secrets Act. The security clearance process will take place following appointment and before duties are commenced.

Training

Appropriate training and induction will be provided.

Nationality statement

Candidates will be subject to [UK immigration](#) requirements as well as [Civil Service nationality rules](#).

Applicants applying for a role requiring security clearance must be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

Selection process details

Crown Prosecution Service – March 2017

Candidates wishing to apply for this opportunity should express their interest direct, or via their Chambers clerk, and submit a full CV and covering letter to Strategic.Resourcing@cps.gsi.gov.uk no later than 24 March 2017.

Nationality requirements

Open to UK, [Commonwealth](#) and [European Economic Area \(EEA\)](#) and certain non EEA nationals. Further information on whether you are able to apply is available [here](#).

Working for the Civil Service

The Civil Service embraces diversity and promotes equality of opportunity.

Successful candidates will be required to work in accordance with CPS employment and HR policies and behave in a manner consistent with CPS values.

Contact point for applicants

If you have any queries please contact Strategic.Resourcing@cps.gsi.gov.uk

Assessment dates

The recruitment process will consist of an assessment of the applicants CV, the covering letter and a face to face meeting.

Details of the Civil Service Nationality Rules are located at:

<http://www.civilservice.gov.uk/about/resources/nationality-rules>

Candidates will be subject to UK immigration requirements. For the most up-to-date information on the requirements of working in the UK, please go to the UK Border Agency website:

<http://www.ukba.homeoffice.gov.uk/visas->



LAWYER SECONDMENT OPPORTUNITIES

FROM FRAUD TO FIREARMS

CROWN PROSECUTOR/CROWN ADVOCATE JOB
SPECIFICATION - LEVEL 2,3 & 4

Crown Prosecutor / Crown Advocate – Level 2, 3 and 4

Location

Central London and various locations across the South Eastern Circuit²

About the job

Job description

Subject to the successful applicant satisfying the “general qualification” provision within the meaning of section 71 of the Courts and Service Act 1990, the post is designated by the Director of Public Prosecutions as a Crown Prosecutor under the terms of section 1 (3) of the Prosecution of Offences Act (1985).

Successful candidates will review case files and charging decisions, providing legal advice on cases to be presented in the Crown Court. The successful applicant will analyse, review, prepare and present a wide range of cases at the Crown Court, and will be expected to have up-to-date knowledge of criminal offences appropriate to their level as an Advocate Panel member. The successful candidate will be expected to undertake casework in respect of advice, review and advocacy, which will include some of the more challenging, serious and sensitive cases.

Applicants on the CPS Rape and Child Sexual Abuse List, or aspiring to join that list, are likely to be assigned to a Crown Court RASSO Unit for at least part of the appointment period.

Post holders must decide the best way to present and deal with the full range of cases encountered in the Crown Court appropriate to their level, including those of a complex, serious and sensitive nature. They must possess the confidence to make decisions quickly where necessary, including an assessment of cases not previously reviewed by the post holder or those with which they are unfamiliar. Deciding the best way to prosecute cases and deal with the full range of cases encountered in the Crown Court in accordance with the principles of Better Case Management.

Qualifications

Legally Qualified: The successful applicant must be a qualified practising barrister or solicitor and must hold a valid Practising Certificate for England and Wales.

Academic: Law degree, Common Professional Examination, Graduate Diploma in Law.

Professional: Legal Practice Course or Bar Professional Training Course and have completed the relevant pupillage and training contract (or have received full exemption from the relevant professional regulatory body, either the Solicitors Regulation Authority or the Bar Standards Board).

If you apply AND are found not to possess any of the above any offer of appointment will be withdrawn, or contract terminated.

If you are unsure about your eligibility please contact Strategic.Resourcing@cps.gsi.gov.uk.

Memberships

² Locations to include central London, Reading, Chelmsford, Canterbury and Guildford

Crown Prosecution Service – March 2017

The successful candidate must have a valid dual practising certificate for England and Wales or be eligible to obtain a valid practising certificate issued from either the Solicitors Regulation Authority or the Bar Standards Board.

The successful candidate must be a member of the current CPS Advocate Panel (2016 – 2020) at level 2, 3 or 4.

Benefits

Candidates who are recommended by the selection panel but not initially seconded to the current vacancy will be placed on a waiting list for 6 months and may be offered another opportunity should any further vacancies for this role arise during this period.

The earliest opportunities will start as soon as practicable in 2017 (other opportunities may be available later in the year).

Candidates who complete an initial fixed term appointment would be permitted to extend their period or re-apply, subject to agreement, up to a maximum period of 10 months.

Advocates will be seconded for an agreed minimum working period of between 60 and 120 working days. Whilst advocates will be expected to complete their secondment in full there will, by agreement, be flexibility to allow 'release days' to enable advocates meet existing professional commitments.

Payment will be made for actual days worked at a daily rate of:

- £300 per day for a level 2 applicant
- £350 per day for a level 3 applicant
- £400 per day for a level 4 applicant.

Payments will be made on a monthly basis in arrears on a PAYE basis.

Things you need to know

Security

Successful candidates must pass at least [basic security checks](#) and be required to sign the Official Secrets Act. The security clearance process will take place following appointment and before duties are commenced.

Nationality statement

Candidates will be subject to [UK immigration](#) requirements as well as [Civil Service nationality rules](#).

If you're applying for a role requiring security clearance please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

Selection process details

Applicants wishing to apply for this opportunity should express their interest direct or via their Chambers clerk and submit a full CV and covering letter to Strategic.Resourcing@cps.gsi.gov.uk no later than 24 March 2017.

Nationality requirements

Open to UK, [Commonwealth](#) and [European Economic Area \(EEA\)](#) and certain non EEA nationals. Further information on whether you are able to apply is available [here](#).

Working for the Civil Service

The Civil Service embraces diversity and promotes equality of opportunity.

Successful candidates will be required to work in accordance with CPS employment and HR policies and to behave in a manner consistent with CPS values.

Contact point for applicants

If you have any queries please contact Strategic.Resourcing@cps.gsi.gov.uk.

Assessment dates

The recruitment process will consist of an assessment of the applicants CV, the covering letter and a face to face meeting.

Details of the Civil Service Nationality Rules are located at:

<http://www.civilservice.gov.uk/about/resources/nationality-rules>

Candidates will be subject to UK immigration requirements. For the most up-to-date information on the requirements of working in the UK, please go to the UK Border Agency website:

<http://www.ukba.homeoffice.gov.uk/visas->

Location: Central London and various locations across the South Eastern Circuit³

The Crown Prosecution Service (CPS) is seeking to recruit suitably qualified lawyers (barristers or solicitors) to join CPS on a fixed-term appointment as Crown Prosecutors, Senior Crown Prosecutors and Crown Advocates for periods between 60 days (3 months) and 120 days (6 months).

The CPS is the principal prosecuting authority for England and Wales, acting independently in criminal cases investigated by the police and others.

Successful candidates will be offered the opportunity to take part in a range of criminal casework work appropriate to their level of experience. The casework will be primarily office based case preparation but will also include some advocacy. Successful candidates will be members of the current CPS Advocate Panel as follows:

- **Level 1** CPS Advocate Panel members aspiring to level 2, to provide magistrates' courts and Crown Court case preparation and advocacy
- **Level 2** CPS Advocate Panel members aspiring to level 3, to provide Crown Court case preparation and advocacy
- **Level 2** CPS Advocate Panel members aspiring to level 3 and future RASSO advocates, to provide Crown Court case preparation in RASSO Units and advocacy
- **Level 3** Rape List Panel members to provide Crown Court case preparation in RASSO Units, including the option of advocacy
- **Level 3 and 4** CPS Advocate Panel members to provide Crown Court case preparation in specialist Units, such as homicide and fraud, including the option of advocacy

Subject to agreement, the positions are likely to be suitable to those wishing to take advantage of flexible working patterns such as part-time working, compressed hours or job share.

Successful candidates will be designated as Crown Prosecutors for each day worked during the period of the appointment and will take casework decisions appropriate to their level. It should be noted that the agreed number of days to be worked and working patterns will be subject to agreement.

Fixed term appointments provide an excellent opportunity for lawyers to develop their skills and ability, relationship with CPS and career as a prosecuting advocate.

The opportunity brings a number of benefits, including:

- Unparalleled prosecutorial experience which will add to a portfolio of skills and will be likely to assist those seeking to progress to a higher level on the CPS Advocate Panel.
- Remuneration at a daily rate basis, based on the actual number of days worked

³ Locations to include central London, Reading, Chelmsford, Canterbury and Guildford

- Flexibility within the period of appointment to agree ‘release days’ to allow existing commitments to be met
- Development of an in-depth understanding of CPS practice and procedures and the role of the Crown Prosecutor
- Access to CPS training and support
- CPS employee benefits such as annual leave on a pro rata basis

Candidates must be fully qualified barristers or solicitors in possession of a practising certificate and be members of the current CPS Advocate Panel (2016 – 2020). They will also be compliant with professional regulators’ requirements and competence standards. Induction training will be provided to ensure that successful candidates fully understand the role and the requirements of them during the period of the appointment.

Successful candidates will also be required to obtain a dual practising certificate.

Opportunities will commence as soon as practicable in 2017 with the minimum period for placement being a commitment to 60 days (3 months) and the maximum being 120 days (6 months). Advocates who complete an initial appointment will be permitted to either extend or re-apply, subject to agreement.

Individuals who would like to apply should send a full CV and covering letter to the Strategic Resourcing Team at Strategic.Resourcing@cps.gsi.gov.uk by 24 March 2017.

The covering letter should include details of the period of secondment being sought, the preferred location you wish to work in and any other matters you wish to bring to our attention.

The CPS is an equal opportunities employer and applications are sought from all interested candidates.

If prospective applicants or Chambers representatives have any questions or would like to meet to discuss the benefit or terms of these opportunities, please contact:

For CPS London: Keith Milburn on 020 3357 0803

For CPS Thames and Chiltern: Jo Coleman on 07901 856331 or Tapashi Nadarajah on 01727 79 8724

For CPS East of England: Punam Malhan on 01245 555041

For CPS South East (Surrey, Kent and Sussex): Jon Shepherd on 0207 147 7592