



Role Profile

The Role			
Role Title:	Prosecution Support Administrator	Reporting to (job):	Prosecution Support Team Leader
Legacy job titles covered by this role profile:		Jobs that typically report into this role:	None
Function / Org Unit	Legal/Prosecutions	Job Number:	
Base and travel	Hybrid- Southeast regional Hub (Southwater) and home working	Band (<i>to be assigned by Reward</i>)	A
Role Dimensions			
Number of direct reports	None	Manager/Individual Contributor:	Individual Contributor
Number of dotted line reports	None	Budget (Operating/Capital)	None
Total No of Reporting Staff (include all direct and indirect reports)	None	Decision Making Authority & Responsibility for Resources	None
Working Environment			
Role Purpose			
	To assist the Prosecution Support Team in relation to general administration, cost recovery and invoice processing, typing including audio, data entry, record keeping including data entry on spreadsheets, checking for accuracy of prosecution data.		

Principal Accountabilities	<p><u>Police & RSPCA Interview Transcripts</u></p> <p><u>Administrative tasks and support:</u></p> <p>Cost Recovery:</p> <ul style="list-style-type: none"> Following receipt of paid court costs (remittance slips) using the Society's database, identify the case, allocate and record payment as received against the defendant(s) name. <p>Invoices (not exhaustive)</p> <ul style="list-style-type: none"> Manage and promptly process all prosecution related invoices e.g., solicitors, expert witnesses. <p>This task will include:</p> <ul style="list-style-type: none"> Checking the invoice is not a duplicate Checking accuracy of the invoice Challenge suppliers where necessary and obtain any back up documentation to assist the Prosecution Case Manager/Head of Department Process invoice with appropriate budget code and incident details and pass to the Prosecution Case Manager or Head of Department for authorisation. Liaise with Finance in relation to overpayments and outstanding payments. To assist with the task of invoice management; use of the following systems is required: google P2P, TAILS and Prosecutions database. <p>Data Management</p> <ul style="list-style-type: none"> The provision of highly confidential and sensitive conviction data for disclosure to the Human Resources department in compliance with the Data Protection Act (or successor legislation) and internal Society policies. Input new case file data from RSPCA Inspectorate, identify and extract relevant data to enter onto Prosecutions database. Contact Inspector to clarify information and bring any discrepancies to the attention of the Prosecution's Case Manager. <p>Typing</p> <ul style="list-style-type: none"> To assist where required in any general typing of documents whether dictation or by audio transcription.
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	<p>While at work all staff are required to:</p> <ul style="list-style-type: none"> • Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals. • Understand and comply with the Society Code of Conduct. • Take care of their own health and safety and that of others who may be affected by their acts and omissions. • Co-operate with Society policies and procedures. • In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.
Special Considerations:	Comfortable working around dogs in the office
The Person	
Personal Attributes and Key Competencies	<ul style="list-style-type: none"> • Ability to be able to emotionally manage being exposed to graphic material and or hearing obscene or graphic details relating to animal cruelty. • Ability to use own initiative • Ability to handle confidential information and highly sensitive data appropriately • Ability to deal effectively with people from a wide variety of backgrounds • Flexible approach to work duties • Ability to work alone as well as assisting other team members • Ability to prioritize own workload to meet strict deadlines whilst maintaining a high level of accuracy and attention to detail • Interpersonal/written and verbal communication skills • Strong IT skills, including typing and using/creating Excel spreadsheets with confidence • GCSE English and Mathematics (or equivalent)
Essential Key Skills, Qualifications & Experience	<ul style="list-style-type: none"> • Strong organisational and administrative skills
Desirable Key Skills Qualification & Experience	<ul style="list-style-type: none"> • Experience of audio typing

	<ul style="list-style-type: none"> • Experience of working within the requirements of the Data Protection Act 1998 (or successor legislation) and the legal constraints that apply to confidential and sensitive information. • Knowledge of Google operating system • Knowledge of databases including Access
Personal commitment to:	<ul style="list-style-type: none"> • Adhere to the Society's charitable objectives, which are to promote kindness and prevent or suppress cruelty to animals. • Take care of their own health and safety and that of others who may be affected by their acts and omissions. • Uphold the RSPCA's core values • Cooperate with Society policies and procedures • Understand and comply with any Society Code of Conduct.
RSPCA Core Values	<p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p> <p>We are compassionate: we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times</p> <p>We are inspirational: we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.</p> <p>We are committed: we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.</p> <p>We are expert: we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.</p> <p>We act with integrity: we are honest and trustworthy, we act with integrity, we do what's right.</p>

Creation and Authorisation

<i>Statements in this Role Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
Profile written by: Hayley Firman	Role:	Date: 15/06/2022
Approved by (operations):	Role:	Date:
Approved by (HR):	Role:	Date:
Date Job last evaluated:		