

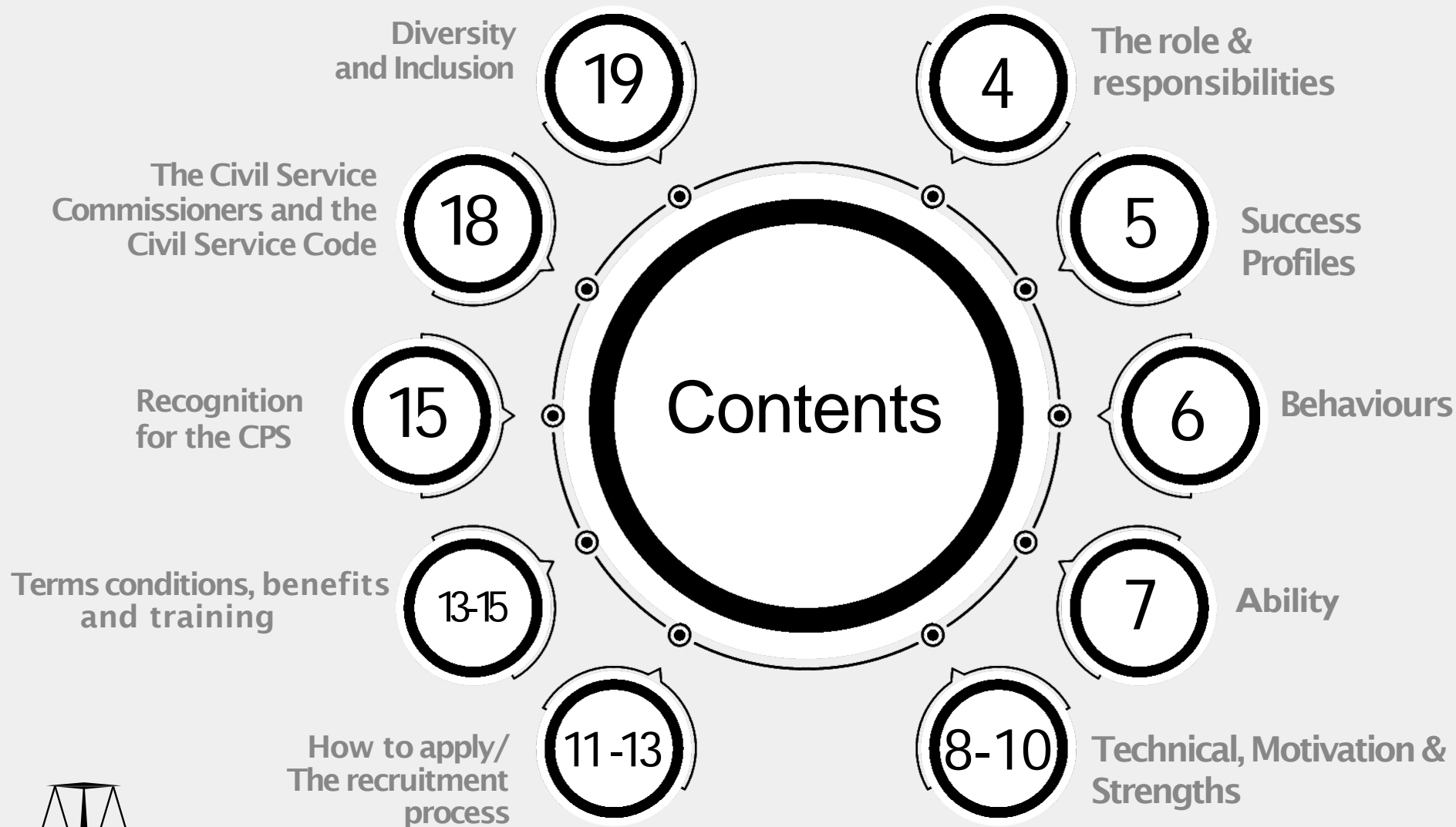
YOUNG WOMAN AVOIDS BEING A STATISTIC

*The first time
I knew I could change
the future.*

Ralph Robyns-Landricombe, Crown Prosecutor



**National Lawyer Campaign Spring 2020
Crown Prosecutor
NAT11114**



Role and Responsibilities

“The biggest thing drawing me back to the CPS was the advocacy. If you want to be on your feet in court, the CPS is one of the best places to be.”

**James Mott
Crown Prosecutor
CPS London North**

Crown Prosecutor Crown Prosecution Service

Pay Range

Crown Prosecutor - salary up to:

NATIONAL per annum– £38,000 - £40,000 (National)

LONDON per annum– £40,000 to £44,000 +£3,150 RRA (London)

What are my responsibilities?

- To advise the investigation (except Statutory pre-charge advice) in a range of preliminary, straightforward and contested casework including some either way cases
- To decide based on the evidence whether prosecutions should proceed or whether to recommend that they be discontinued. They will also decide which witnesses should be used, and what evidence adduced, in summary cases
- To make judgements on the most effective manner in which to prosecute cases, to be able to judge appropriately how to deal with vulnerable witnesses in accordance with CPS policies and acknowledged best practice, and how to respond effectively and assertively to defence representations
- To make decisions relating to applications for bail and whether to oppose them; whether to accept a bind over; whether to accept a plea to a lesser or different charge; when to change a previously prepared course of action; when to discontinue proceedings and whether to apply for compensation or costs
- To explain decisions to magistrates, counsel including defense, witnesses, the police and other appropriate agencies in a manner that is appropriate for the recipient
- Casework decisions include advising the police, under supervision of a Senior Crown Prosecutor, whether to institute criminal proceedings in less serious cases and which charges are appropriate when reviewing cases



Success Profile

“The CPS offers such a stimulating environment. It’s hard work, but it’s rewarding: you can see the positive impact you have on a complainant’s life, even if it’s simply building their confidence to step into a court room..”

Sarah Egan
Crown Prosecutor
CPS Mersey Cheshire

The selection process will use the [Civil Service Success Profiles Framework](#) which assesses the candidate’s behaviours, strengths and their potential. Please find below the following areas we will be testing throughout the process:

BEHAVIOURS

TECHNICAL

ABILITY

EXPERIENCE

STRENGTHS



Behaviours

When looking at behaviours, we want to get an understanding of the actions and activities that you have done (or would do) that result in effective performance in a job.

We will be testing the following behaviours on the framework for the grade – **CP/SEO OR LEVEL 3**

- ✔ MAKING EFFECTIVE DECISIONS - **Legal Assessment and Final Interview**
- ✔ COMMUNICATING & INFLUENCING - **Online Legal Assessment and Final Interview**
- ✔ SEEING THE BIGGER PICTURE - **Online Legal Assessment**
- ✔ WORKING TOGETHER - **Tested at Final Interview**



Please find further information about each of the behaviours by viewing the [Civil Service Success Profile Behaviours Framework here.](#)



Ability

When testing your ability we want to understand your aptitude for a particular type of work

The following points below are essential criteria for this job role -

LEGAL INTELLECT – Tested at Online Legal Assessment and Final Interview

- ✔ Sound understanding of the key concepts and principles of criminal law.
- ✔ Reliable legal judgement and an appreciation of legal risk.
- ✔ The ability to think strategically and creatively, see legal issues in their wider context and advise accordingly.
- ✔ Sound analysis, using secure legal research to produce timely and fit for purpose advice.
- ✔ Fluent oral and written advocacy skills.
- ✔ Demonstrates a knowledge & understanding of the work of the CPS and its role in the wider Criminal Justice System

ADVOCACY – Tested at Final Interview

- ✔ The ability to present a case both orally and in writing in a measured, engaging and persuasive manner
- ✔ The ability to produce clear, impactful and structured written work.
- ✔ Clear and articulate in oral communication



Please find further information about the experience aspect by viewing the [Civil Service Success Profile Experience Framework here.](#)



Technical

In order to apply for the CPS National Lawyer Campaign candidates must be able to meet the following criteria. Any candidates who do not meet these standards will be automatically removed from the process.

The following points below are essential criteria for this job role -

- ✓ The successful candidate must have a valid 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.

QUALIFICATIONS

- ✓ 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 CILEx qualified, must hold a 'general qualification' within the meaning of s.71 (3) (c) Courts and Legal Services Act 1990.



Please find further information about the technical aspect by viewing the [Civil Service Success Profile Technical Framework here.](#)



Motivation

We are looking for your motivation as to why you want to work in public service, law and the CPS as a whole.

The following points below are essential criteria for this job role -

- ✓ Have a demonstrable interest in the area of criminal prosecution and public service
- ✓ Demonstrates a knowledge & understanding of the work of the CPS and its role in the wider Criminal Justice System
- ✓ A strong focus on continuous learning with the ability to apply knowledge of criminal law gained from study and experience

Motivation will be assessed at the final interview



Please find further information about the technical aspect by viewing the [Civil Service Success Profile Technical Framework here.](#)



Strengths

When looking at your strengths, we want to find out whether you and the organisation or job role are a good fit. We will look at what you enjoy doing and what you do well and often.

Strengths will be tested at interview and will not be provided in advance. In addition CPS Values will be tested throughout the selection process:

We will treat everyone with respect:

We will respect each other, our colleagues and the public we serve, recognising that there are people behind every case.

We will be honest and open:

We will explain our decisions, set clear standards about the service the public can expect from us and be honest if we make a mistake.

We will be independent and fair:

We will prosecute independently, without bias and will seek to deliver justice in every case.

We will behave professionally and strive for excellence:

We will work as one team, always seeking new and better ways to deliver the best possible service for the public.



Please find further information about each of the strengths by viewing the [Civil Service Success Profile Strengths Framework here.](#)



The recruitment process

To apply for this post, please visit [Civil Service Jobs](#)

Applications should be submitted no later than midnight on Friday 7 February 2020.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV.

Application Stage

1. An **Short Application form** via the Civil Service Jobs advert. This should also contain your edibility and right to work . Failure to provide details on your application form that you meet the academic eligibility criteria will result in your application becoming withdrawn.

2. A **CV** setting out your career history with key responsibilities, achievements and qualifications. Also, a **Covering letter** giving a short summary of your legal expertise with emphasis on identifying relevant transferable skills for becoming a Crown Prosecutor and your rationale for applying

Please provide details of your work history and qualifications that covers no more than 3 pages

You will need to attach your Cover Letter and CV as one a document and although it will not be marked this will be a supporting tool that will provide the panel with an insight into your work history and experience

Online Legal Assessment

Once you have submitted your application, and CV you will be invited to complete an online legal assessment. The legal assessment will be sent out weekly for completion, depending on when you apply, and the dates will be as follows:

24th January
31st January
8th February

The assessment will consist of both video and written responses, and you will have 5 days to complete it.

Once you start the assessment you will not be able to stop it and return. We recommend you complete this assessment as soon as possible as any technical issues will not be considered to extend the deadline. Please ensure that you complete the online legal assessment in a quiet place, where you have sufficient time. The assessment must be completed without help from others. Should you be invited to an interview, you will be asked questions relating back to this legal assessment.

If you need reasonable adjustments in place for the online legal assessment, please notify us as soon as possible at NationalLawyerRecruitment@cps.gov.uk

Please note if you also apply for the Senior Crown Prosecutor position, you will also undertake a separate legal assessment. If you are successful for both, you will be required to attend both interviews.

Interview

Successful candidates will be invited to the final stage of the recruitment process which will include an interview. These interviews will be held in London, Liverpool, Leeds and Birmingham and candidates will be asked within their online application to confirm which of the locations they would prefer to attend should they be successful at shortlist.

Candidates preferences will be taken into consideration, however we cannot guarantee that all requests can be accommodated.

Interviews are scheduled to take place on the following dates at the locations stated above:

10th March 2020
11th March 2020
12th March 2020
17th March 2020
18th March 2020
19th March 2020

Due to the high volume of candidates, feedback will only be given to candidates who reach the final interview stage.

The recruitment process

“There is not many jobs whereby you can go to work and ensure that someone's life could effectively be changed. This is a job that allows me to do that.”

Alicia Perry
Crown Prosecutor
CPS West Midlands

Selection Process

The interviews will take place in Birmingham, Liverpool, Leeds and London.

Reserve Lists

If the CPS receives applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies in the Civil Service requiring the same skills and experience could be offered to candidates on the reserve list without a new competition.

Expected Timeline

These dates are subject to change however it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. The anticipated timetable is as follows:

Application Form & CV

● Opens: Monday 13 January 2020

Deadline: Friday 7 February 2020 at Midnight

Online Legal Assessment

● The legal assessment will be sent out weekly for completion, depending on when you apply, and the dates will be as follows:

24th January
31st January
8th February

Final Interview & Presentation

● Interviews will take place in Birmingham, Liverpool, Leeds and London on the following dates:

10th March 2020
11th March 2020
12th March 2020

17th March 2020
18th March 2020
19th March 2020

We will ask for your location preference within your application.

Eligibility Criteria

Qualification

The successful candidate must have a valid 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.

Qualifications;

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 CILEx qualified, must hold a 'general qualification' within the meaning of s.71 (3) (c) Courts and Legal Services Act 1990.

Nationality and Immigration

The CPS Rolling Lawyer Campaign is open to applicants who are:

- UK nationals
- European Economic Area (EEA) nationals
- Swiss nationals
- Commonwealth citizens

This is in accordance to the Civil Service nationality requirements. In addition to meeting the Civil Service nationality requirements, candidates must also be legally entitled to work in the UK. If you do not have an existing right to remain in the UK please be aware that the CPS is not a registered sponsor and is therefore unable to offer any form of visa sponsorship. As the CPS prosecutes cases in courts throughout England and Wales, in Wales/Cymru area, the ability to speak Welsh will be an advantage.

Security Checks

All successful candidates will be subject to pre-employment checks, including a minimum of a Disclosure and Barring Service (DBS) security checks.

Some CPS areas may require higher security clearance such as SC and DV clearance. The CPS is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. Therefore, an offer of employment may not be made to anyone who has been cautioned, has been convicted, or has spent convictions, for an offence listed on our Proscribed Offences List.

“The cases you work on involve real people and real life situations. From a very early stage, you need to make decisions. Whether on your feet in court, or when you’re reviewing a case, there is a lot of responsibility in this role.”

**Shaan Sethi
Crown Prosecutor
CPS London North**

Terms, conditions and benefits

Selection Process

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead. At CPS you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

Appointment Term

Permanent

Location

Various – Nationwide

Working Arrangements

This role is available for full-time however requests for part-time or flexible working arrangements may be considered – subject to business need.

Equality Diversity and Inclusion

The Civil Service values and supports all its employees.

- For example, we have strong and pro-active staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone irrespective of background, to achieve their potential.

Pension

Your pension is a valuable part of your total reward package.

- We will provide you with a competitive contributory pension scheme that you can enter as soon as you join, and where we will make a significant contribution to the cost of your pension. Also, your contributions will come out of your salary before any tax is taken. In extreme cases such as illness or death before retirement, your pension will continue to provide valuable benefits for you and your family. Visit www.civilservicepensionscheme.org.uk for more details.

Generous Annual Leave and Bank Holiday Allowance

- 25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays.
- This will be complimented by one further day paid privilege entitlement to mark the Queen's Birthday.
- With competitive maternity, paternity and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.

Staff Wellbeing

- Flexible working including part-time or time-term working and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours
- Generous paid maternity and paternity leave.
- Childcare benefits (policy for new employees as of 5 April 2018): The government has introduced the Tax-Free Childcare (TFC) Scheme, so working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you [here](#).

Season Ticket and Bicycle Loan

- Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

Sick Pay

- Occupational sick pay.

Modernised Terms and Conditions

- Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.

"Magistrates Court work is high in volume, quick paced and can be unpredictable. Prosecuting in the Magistrates Court is a demanding job but it's heartening to know that the impact of your hard work goes further than the court room."

Olivia Murray
Senior Crown Prosecutor
CPS Mersey Cheshire

Training

The Crown Prosecution Service is committed to the professional growth of all of their staff from the outset and has created clear paths of progression to support exciting careers. Legal training is delivered by the organisation's Central Legal Training Team who are committed to providing the highest quality training to ensure our Prosecutors have the highest level of legal knowledge possible.

All new Crown Prosecutors and Senior Crown Prosecutors who join the Crown Prosecution Service, regardless of experience will undertake a 17 day Lawyer Induction Programme (LIP) which is both class room and court room based. The structured LIP encompasses 7 separate modules including Introduction to Prosecuting, Disclosure and Youth Advocacy how to prosecute digitally.

The LIP training will provide new prosecutors with the tools they need to develop and flourish in their new roles. New prosecutors can be confident that they will receive legal training to support throughout their careers at The Crown Prosecution Service.

In addition to this industry leading legal training, all colleagues within the Crown Prosecution Service have access to an Individual Learning Account which will allow you to attend training courses of your choice enhancing your development and enabling you to further your skills and career.

“Even if you haven't been in crime, you don't have to worry, because you are well trained. At the end of those six months you are definitely ready to be on your feet, on your own in court.”

**Ralph Robyns-Landricombe
Crown Prosecutor
CPS West Midlands**

Recognition for the CPS



Working Families

The CPS has again been recognised as one of the Top 10 most family friendly workplaces in Britain by Working Families, the UK's work-life balance charity.

The Top 10 is based on the Working Families' benchmarking survey which examines all aspects of workplace flexibility and how employers support the work-life balance of their staff. Our policies for flexible working, support for parents and recruitment practices were all praised as best practice.



Disability Confident Leader

This recognises the CPS as an organisation which plays a leading role in shifting attitudes towards disability and where disabled people and those with long-term health conditions have opportunities to fulfil their potential and realise their aspirations.

The CPS is one of only 10 Government departments who have achieved leader status.



a:gender

a:gender is the organisation that supports all trans and intersex staff across government. Each year they carry out a 'health check' across departments to determine how staff are supported through policies and culture. In 2017 the CPS was awarded first place in the a:gender health check.

Recognition for the CPS



Investors in People

The CPS is accredited by Investors in People (IiP) at silver standard. This standard recognises excellence in people management and identifies CPS as an employer who leads, supports and manages people well for sustainable results. In achieving accreditation, IiP recognised the key to the CPS' success has been the development of our people through consistent practices across locations, and an investment in leadership and management skills. The CPS was also named by IiP in the four top Silver Standard employers (5000+ employees) for 2017.



VERCIDA

The CPS has been listed as a Top 10 BAME-Inclusive Employer for 2018 by Vercida, a careers site dedicated to showcasing employers that place Values, Equality, Respect, Culture, Inclusion, Diversity, Accessibility at the core of its employment. The annual awards recognise excellence and commitment to equality and diversity in the workplace with the CPS achieving a Top 10 ranking alongside high profile employers from both the public and private sectors. Entrants are judged according to factors like diversity initiatives within their own business/organisation, the efforts made to generate awareness of these practices, partnerships with diverse initiatives, external awards received that year and how they rank with prospective candidates.



The Good Recruitment Charter

The charter defines good recruitment practice through nine key principles that the organisations who sign up to the charter will aspire to. Good recruitment helps organisations to acquire the talent they need in order to perform and grow. It provides great candidate experiences and helps ensure that the UK workforce is used to its full potential.

FAQs

1. Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non Departmental Bodies.

2. Is this role suitable for part-time working?

This a full-time role however requests for part-time or flexible working arrangements may be considered however this is subject to business need.

3. Will the role involve travel?

Some travel may be required for this role as this the CP – Crown Prosecutor grade is classed as mobile.

4. What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom

- The Republic of Ireland
- The Commonwealth*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

(*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit [Gov.UK](https://www.gov.uk).

5. Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to DBS level. Certain areas may also require a higher level of SC or DV clearance. More information about the vetting process can be found at the following link <https://www.gov.uk/guidance/security-vetting-and-clearance>

6. Do you offer visa sponsorship?

No. In order to be eligible for this role you must have the right to work and remain in the UK.

8. What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include: allowing extra time during selection tests, ensuring that information is provided in an accessible format or, by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please state this on your application form and feel free to contact us directly.

9. Do you offer a Guaranteed Interview Scheme for Disabled Persons?

Disabled applicants who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit.

10. I want to change something on my application form, can I resubmit my application?

No. Once your application has been submitted you are unable to amend or submit another application, so do ensure that you are happy with your application before submitting.

11. Can I receive feedback on my application?

Due to the high volume of candidates we are only able to provide feedback to candidates who reach the final interview stage.

The Civil Service Commissioners and the Civil Service Code

“In the year since I qualified I have prosecuted hundreds of trials and application hearings. This has included multi-handed youth robbery trials, grievous bodily harm trials, sexual assault trials, hit and run trials resulting in life changing injuries, none-accidental injuries on children and legal arguments against QC’s on technical areas of law; such as licencing law. I enjoy the variety of cases and experiencing an insight into different areas.”

Nardeen Nemat
Crown Advocate
CPS Mersey Cheshire

The Commissioners have two key functions:

The first is to maintain the principle of selection for appointment to the Civil Service on merit, on the basis of fair and open competition.

For the most senior posts in the Civil Service, the Commissioners discharge their responsibilities directly by overseeing the recruitment process and chairing the final selection panel. For more information please see <http://civilservicecommission.independent.gov.uk/>

The second is to promote an understanding of the Civil Service Code which sets out the constitutional framework in which all civil servants work, the values they are expected to uphold, and to hear and determine appeals made under it. For more information please see www.civilservice.gov.uk

The CPS adheres fully to the Civil Service Code and to the requirements and best practice suggested by the Civil Service Commissioners.

Diversity and Inclusion

The Civil Service is committed to becoming the most inclusive employer in the UK.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in the UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity is not only respected and valued, but celebrated.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Read more.](#)



DOMESTIC ABUSER REFUSED BAIL



*The first time
I felt empowered
enough to hold
my ground.*

Alicia Perry, Crown Prosecutor

If you have any questions about
applying for this role please contact:

NationalLawyerRecruitment@cps.gov.uk