# Hosting Proforma

Public Prosecution Service

 Name of Host

 Organisation

**1. Interchange Manager’s details**

David Hamilton

 Name

 Organisation/

Public Prosecution Service,

 Department

 Address

Belfast Chambers

93 Chichester Street

Belfast

BT1 3JR

 Telephone Fax number

02890264596

 Number

David.hamilton@ppsni.gov.uk

 E-mail

Type of Opportunity

**Secondment - Public Prosecutor/Legal Assistant** (Deputy Principal level)

**2. Details of hosting opportunity**

 Description of opportunity

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| The Public Prosecution Service (PPS) was established in 2005 and is the principal prosecuting authority in Northern Ireland. The primary role of the PPS is to reach decisions to prosecute or not to prosecute and to have responsibility for the conduct of criminal proceedings. Additional services are also available which have been designed to enhance the effectiveness of the PPS, including the provision of prosecutorial and pre-charge advice.In addition to taking decisions as to prosecutions investigated by the police in Northern Ireland, it also considers cases investigated by other statutory authorities, such as HM Revenue and Customs. The PPS is headed by the Director of Public Prosecutions for Northern Ireland. Since the devolution of policing and justice to the Northern Ireland Assembly in April 2010, the Service has been designated as a non-ministerial government department. The PPS works in partnership with a number of criminal justice organisations and agencies as part of the Criminal Justice System Northern Ireland (CJSNI). These include the Police Service of Northern Ireland (PSNI), the Department of Justice (DOJ), and the Northern Ireland Courts and Tribunal Service (NICTS). |

 Main objectives of the opportunity

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| The opportunity offers a placement where your experience and knowledge as a legal professional will be recognised and where you can immediately contribute to the future success of the PPS. Individuals will often be asked to work on difficult or complex issues in keeping with the core principles of providing an efficient, fair and effective prosecution service.**MAIN DUTIES*** Consideration of files submitted by police and government departments with a view to deciding, or advising, as to prosecution in cases alleging the commission of an offence which can be prosecuted in the Magistrates’ Court and the Crown Court;

 * Preparation of papers for prosecution, where appropriate, and directing such charges and evidence as is appropriate in each case;

 * Prosecution of cases anywhere in Northern Ireland, in the Magistrates’ Courts and, on occasion in the County Court;
* Provision of pre-prosecutorial advice and liaising and communicating with other criminal justice stakeholders including victims and witnesses.

 * On occasion preparing committal papers in Indictable cases;

**The above list is not exhaustive but gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs.** |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Experience**1. In order to be designated as Public Prosecutors in pursuance of section 29(5) of Justice (Northern Ireland) Act 2002, the successful applicants, at the time of appointment, must be a Barrister or Solicitor who is entitled to practise either at the Bar of Northern Ireland or as a Solicitor of the Court of Judicature of Northern Ireland.

AND1. Have at least one year’s post qualification advocacy experience in criminal cases, gained within the last 6 years, in a Magistrates’ court environment.

**Knowledge and skills**It is necessary for the post holder to be able to: \* use sound judgement, evidence and knowledge to provide accurate, expert and professional legal advice\* set priorities, analyse and use evidence to evaluate options before arriving at well-reasoned, justifiable decisions.\* lead from the front and communicate with clarity, conviction and enthusiasm\* support the principles of fairness of opportunity for all and a dedication to a diverse range of citizens.\* work within a team and on their own initiative to meet deadlines;\* work to agreed organisational goals and objectives and deal with challenges in a responsive and constructive way.\* create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the Criminal Justice Sector, to help to achieve business objectives and goals. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Senior Public Prosecutor (SPP) |

 Who will be the individual’s line manager and/or reporting officer?

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| This will be an SPP, details to be confirmed |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| **Benefits to Individual**The post holder will gain valuable experience of working as a prosecutor within the Criminal Justice Sector. They will also gain important prosecutorial knowledge and enhanced advocacy skills in a team dedicated to providing a high quality service to stakeholders. **Benefits to PPS**The PPS will benefit from the legal experience the post holder will bring from their parent organisation.**Benefits to Parent Organisation**The post holder will gain practical, transferable skills including leadership, decision making and team working. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**:As soon as a suitable candidate has been identified and a release date agreed. **Duration:** Twelve months (with possible extension) **Location:** Public Prosecution Service, Belfast Chambers, 93 Chichester Street, Belfast, BT1 3JR. **Resources:** Appropriate IT equipment will be provided**Funding:** Funding for the position will be through the PPSand the salary range is: £39,748-£42,639.**Further information:** For further information about the post please contact David Hamilton at the PPS Resource Management Team at resourcemanagement@ppsni.gov.uk. **Closing Date:** Applications must be submitted by **4.00pm on Friday 17 December 2021** to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **David Hamilton** |

**Signed:**

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| **03 December 2021** |

**Date:**