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| A | **Post Details** | | | | | | | |
|  | Job Title: | Lay Prosecutor | Function: | Passenger Services | | | | |
|  | Location: | Ashford | Unique Post Number: |  | | | | |
|  | Reports To: | Debt Recovery & Prosecutions Manager | Grade: MG1 |  | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | To defend the revenue and interests of Southeastern by prosecuting offenders against national, company and other legislation.  Manage debt recovery cases to collect unpaid fares owed to Southeastern.  To upskill Revenue Protection and Railway Enforcement colleagues in order to raise awareness and standards of report writing, to improve the level of successful prosecutions. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10 | Process cases for prosecution and Debt recovery received from, Revenue Protection and Railway Enforcement colleagues.  Ensure that cases not meeting the criteria for prosecution are debriefed with Revenue Protection & Railway Enforcement colleagues, to aid learning and increase potential for prosecution.  Submit all cases for prosecution, liaising with Magistrates’. Attend court and act as a prosecutor for cases on behalf of Southeastern.  Lead administration colleagues to ensure all tasks are  completed within agreed timescales and standards.  Take a commercial approach to prosecutions, ensuring fare evasion cases are managed in the most cost-effective manner, to obtain maximum return on investment.  Liaise and work with Courts and court officers for maximum recovery of restitution.  Maintain records and compile reports detailing the output of unit and results of prosecutions including updating ongoing cases. Include the financial performance of the unit at the end of each period.  Respond directly to correspondence where appropriate in a timely manner.  Review and respond to individual reports when correspondence from  defendants requires further attention (attention to managing their  outrage)  Carry out any other duties as requested by line manager. | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST | | | | Yes |  | No | **🗸** |
| D3 | This post requires SECURITY CLEARANCE | | | | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes |  | No | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No | **🗸** |
|  |  | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | * None | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
| E1  E2  E3 | Manage expenditure within delegated financial authority.  Prioritisation of cases to ensure maximum return on investment  Accurate allocation of payments and costs for all cases. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the Job** | | | | | | | |
| F1  F2  F3 | Reviewing and understanding different legislation aspects to present cases against.  Understanding magistrate’s courtroom protocols and behaviours.  Presenting statements in court in a professional and competent manner as to not commit perjury in the interests of the company. | | | | | | | |
| G | **Person Specification** | | | | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These areWe care passionately about our people and passengers  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   We also have identified behaviours required to be successful in leading Southeastern.  The Leading Southeastern framework details **how** we should be behaving in order to drive up performance to deliver **85**.      All shortlisted candidates seeking promotion will be assessed against this framework.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | | | | |
| G1 | Experience, Knowledge & Qualifications – Essential Previous experience of railway revenue protection – desirable  Proven knowledge of Court Procedures  Great knowledge of Railway/Criminal law and Magistrates’ Court Act | | | | | | | |
| G2 | Experience, Knowledge & Qualifications – Desirable | | | | | | | |
| G3 | Behaviours and Skills – Essential Strong verbal and written communication skills for preparing reports, legal documents and presenting cases in court  Ability to negotiate settlements and plea bargains where appropriate  Build effective relationships with multiple stakeholders, including legal professionals and railway colleagues and management.  Ability to manage multiple cases simultaneously, ensuring timely and efficient progress.  Able to gather, analyse and present evidence effectively  High ethical standards and integrity, handling sensitive information and making fair decisions | | | | | | | |
| G4 | Behaviours and Skills – Desirable | | | | | | | |

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| H | **Dimensions of the Job** | | | | | | | | | |
| H1 | Financial – Direct: | | | |  | | | | | |
| H2 | Financial – Other: | | | |  | | | | | |
| H3 | Staff Responsibilities – Direct: | | | |  | | | | | |
| H4 | Staff Responsibilities – Other: | | | |  | | | | | |
| H5 | Any Other Statistical Data: | | | |  | | | | | |
| I | **Acknowledgement** | | | | | | | | | |
| I1 | Prepared By: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| I2 | Approved By (Head of Department): | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **J** | **Job Description Briefing** | | | | | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | |
|  | Name of post holder: |  | | Signature: | |  | | | Date: |  |
|  | Name of briefing manager: |  | | Signature: | |  | | | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | |
|  | Name of nominated deputy: |  | | Signature: | |  | | | Date: |  |
|  | Name of briefing manager: |  | | Signature: | |  | | | Date: |  |