

Senior Crown Prosecutor

Extradition Unit

Grade: SCP



“ I am privileged to work for the CPS as what I do makes a **DIFFERENCE** in people’s lives, in my community, and **INTERNATIONALLY.**”

Damilola Eniola

Senior Crown Prosecutor - International Justice and Organised Crime Division

Find Your Purpose



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For more information on the work the
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<https://www.cps.gov.uk/>



About the Crown Prosecution Service

“Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible.”



Max Hill – Director of
Public Prosecutions

The Crown Prosecution Service (CPS) prosecutes criminal cases that have been investigated by the police and other investigative organisations in England and Wales. The CPS is independent, and we make our decisions independently of the police and government.

Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible.

Our service employs almost 6,000 individuals who think objectively, act professionally, show the utmost respect for others and continually strive for excellence.

We offer you the opportunity to have a very real impact on society, the freedom to use your judgement and the chance to experience challenging and varied work.

All in a supportive environment that is invested in seeing you make the most of your life inside work and out.

For more information on the work the CPS do, please visit - <https://www.cps.gov.uk/>



Our Vision & Values

Our vision is for the CPS to be forward-looking, outward-facing and influential across Whitehall and the Criminal Justice System. We will do this by using our unique operational insights to influence the legal and policy framework to ensure that CPS staff have the powers and tools to do their job effectively and efficiently.

Our Values:

We will be independent and fair

We will prosecute independently, without bias and will seek to deliver justice in 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 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 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. We will be efficient and responsible with tax-payers' money.

Why Join the Crown Prosecution Service

“Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible.”

Committed to professional growth, the CPS offers all their staff with clear progression pathways and a diverse range of learning and development opportunities, to progress your career in a supportive environment, whilst also gaining access to various promotion opportunities.

At the CPS we pride ourselves on providing a variety of benefits that ensure our employees' requirements are at the core. This includes wellbeing support, flexible working, civil service pension scheme, access to employee savings including high street retailer offers and discounts and 25 days leave, rising to 30 days after 5 years' service.

Working for the Crown Prosecution Service you will also gain access to a range of learning and development activities, including through Civil Service Learning and an individual learning account in addition to any central and local development opportunities and requirements.



Max Hill – Director of
Public Prosecutions

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Diversity & Inclusion

The Crown Prosecution Service (CPS) is committed to establishing a diverse and inclusive workforce.

Treating people equally is the right thing to do, fairness and opportunities to develop for all should be part of an organisations values. At the CPS we lead by example, in acting with integrity in all that we do in order to be able to provide justice for the public.

Diversity and Inclusion within the workplace is a positive in many ways;

- Builds a positive organisational reputation.
- More development opportunities means a more talented workforce.
- Encourages innovative thinking.
- Provides better understanding and representation of your customer base.
- Creates a more engaged workforce.

Q&A Case Study: Senior Crown Prosecutor

Damilola Eniola – Senior Crown Prosecutor

Why did you want to work for the CPS?

Whilst working as an Administrative Officer at the First-tier Tribunal (Social Security and Child Support) I worked alongside several judges, who worked as Senior Crown Prosecutors with the CPS. I spoke to them about their work at the CPS and was inspired by the opportunity they had each day to work in the best interests of victims and witnesses. I undertook a mini-pupillage and shadowed Counsel, who was acting as an agent for the CPS at Reading Magistrates' Court. During that week I gained insight into the day-to-day role of a prosecutor. I observed various trials involving offences of theft, assault, criminal damage; but most cases were about domestic abuse. Observing Counsel's interaction with complainants made me realise that justice was not only served by defending the innocent, but also by prosecuting and standing up for those who could not stand up for themselves. As a prosecutor I get to achieve both aims; I ensure cases are reviewed fairly and impartially, that the right defendant is prosecuted for the right offence, and that complainants and witnesses are given the opportunity to have their day in court.

What does your day-to-day role entail?

My day-to-day role is varied. On one day I could be at Westminster Magistrates' Court prosecuting the remand list; dealing with bail applications, case management hearings, or new cases. The next day, I am in my home office working through my caseload. I have conducted several Part 1 requests from various countries including Romania, Poland, Italy and Hungary. My day usually starts with emails being sent to the court and defence dealing with issues such as compliance with directions, but then progresses, for example, to researching how to arrange the temporary surrender of a defendant who is a serving prisoner in the UK to the Netherlands for a trial, or contacting the National Crime Agency to arrange the arrest of a requested person on an outstanding warrant. It sounds cliché but no two cases are the same.

What kind of projects or activities are you involved in?

I am currently one of the SPOCs for Romania. Through this role I have developed my knowledge of thematic country challenges. I work and collaborate with our international colleagues on thematic issues, such as prison conditions. I provide advice to colleagues on the approach to be taken on thematic country challenges. I volunteer with the CPS PAP Mentoring Programme as a mentor to provide career and personal development advice to colleagues within the CPS. In my current role having a second language is beneficial, therefore I am undertaking a Spanish course using my ILA.

How have you found working in a pandemic? How have you, and your team, adapted?

I joined the team during the very first national lockdown, therefore my introduction and training was different from the norm. I did not have the opportunity to meet and interact with my colleagues in person and shadowing court was done remotely. I was unsure how things would work. Although nothing beats face-to-face interaction, I found that I was able to adapt very well. I was provided with the relevant equipment to enable me to work from home. I was allocated a buddy who I was able to go to and ask the silly questions you never want to ask in front of a group. Microsoft Teams has been vital to keeping in contact with my colleagues. I have regular meetings with my manager and mini-team meetings with my colleagues (my manager's direct reports). Our mini-team meetings have been very useful, as a few new people have joined the team and this enables us to remain close-knit, have regular catch ups, and discuss a wide range of issues, from work to what we are watching on Netflix. We have an Extradition Unit meeting and a wider meeting with the whole International Division. The meetings are not just focused on work but also include an exercise session and quizzes. The Wellbeing Committee have launched various events such as the lunchtime book club, craft club, get growing gardening club and so much more!

What is your team like?

My team consists of friendly and supportive individuals from Paralegal Assistants to Senior Managers. As someone who joined the team during the first national lockdown this is something that has been invaluable. One of the greatest things about the team is that it encourages growth and talent. There are always opportunities within the team or projects you can be a part of. Everyone is always willing to help and new ideas are welcomed from everyone as to how we can develop further.

Any exciting moments in your time at the CPS?

One of the exciting moments in my time at the CPS was successfully prosecuting a trial where the Defendant was charged with Actual Bodily Harm. The defence was that the Defendant did not have capacity to form the necessary intent. This was a case that would usually be sent to the Crown Court but was retained by the Magistrates' Court. The Defendant, who was sectioned under section 2 of the Mental Health Act, assaulted his carer with an electronic cigarette by stabbing him numerous times on the head. Experts for the Crown and Defence were called, as were civilian witnesses such as the Defendant and Complainant.

Job Title

Senior Crown Prosecutor -
Extradition

Department

International Justice and
Organised Crime Division –
Extradition Unit

Pay Range

SCP

Reports To

Legal Manager

Date Completed

May 2021

Career Family

Prosecution Process

Role Purpose

What are we offering?

The Extradition Unit provides a key resource across law enforcement and the Criminal Justice System as well liaising with stakeholders across government and internationally.

As a Senior Crown Prosecutor (SCP) within Extradition, you will help deliver justice internationally. Your work will be challenging and varied in nature and will involve a variety of tasks.

What does the role entail?

To prepare and present cases at Westminster Magistrates Court pursuant to the Extradition Act 2003, in relation to requests from Part 1 and Part 2 requesting countries. This includes conducting final extradition hearings on behalf of requesting judicial authorities in relation to Part 1 requests. In addition, the post-holder will analyse, review, and prepare cases relating to Part 1 requests, including responding to applications for permission to appeal, and developing an up-to-date knowledge of UK extradition law. The post-holder will have a high volume casework portfolio of Part 1 extradition cases. Post-holders may also assist Specialist Prosecutors on more complex cases.

Subject to the post-holder 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).

Full job description available upon request.



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Responsibilities

What are my key responsibilities?

Demonstrate high levels of advocacy and communication with stakeholders in relation to all cases for which they are accountable so as to maintain public and international confidence in the extradition process.

Demonstrate a high level of oral and written communication skills in all matters relating to the conduct of extradition cases, in particular the ability to distil and explain complexities to foreign jurisdictions.

Draft responses for complaints and parliamentary correspondence

Deal effectively and persuasively with a wide range of people, both within and outside the Service, as part of a multi-skilled team and on an individual basis in order to ensure effective and successful conduct of cases.

Analyse and review export extradition requests in accordance with the Extradition Act 2003; determining whether any bars to extradition apply; responding to defence challenges to extradition and advising requesting States upon the conduct of extradition proceedings and draft requests for further information.

Review files from CPS Areas in import extradition cases to determine their suitability for extradition.

Prepare instructions for counsel.

Post-holders will analyse, review, prepare and conduct proceedings in less complex export extradition requests in Westminster Magistrates' Court and the High Court; assisting Specialist Prosecutors on more complex cases; and reviewing non- Part 1 import cases to determine their suitability for extradition.

Undertake advocacy in Westminster Magistrates' Court for at least two days a week in relation to all export extradition cases.



Person Specification (BEATS)

The selection process will use the [Civil Service Success Profiles Framework](#) and will assess candidates' behaviours, strengths and their potential. Please find below the following areas we will be testing for this role -

Behaviours

Experience

Ability

Technical

Strengths



Move your mouse pointer over the buttons
and click for more information



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 – **SCP/Grade 7**

- Making Effective Decisions (**Application, Assessment and Interview**)
- Communicating and Influencing (**Application, Assessment and Interview**)
- Working Together (**Interview**)
- Delivering at Pace (**Application and Interview**)



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

Experience

We are not looking at how much time you have served in a particular field, but rather how you performed.

Essential

- Post qualification experience (**Application, Interview and Assessment**)

Desirable:

- N/A

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



Ability

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

Essential

- N/A

Desirable:

- N/A

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



Technical

The roles within the professions are sometimes specialised and you may be asked to show that you have specific skills, knowledge or qualifications to be successful.

Essential

- Law Degree or Common Professional Examination (**Application, Interview and Assessment**)
- Legal Practice Course or Bar Vocational Course and Have completed the relevant pupillage (**Application, Interview and Assessment**)
- Qualified Barrister or Solicitor (**Application, Interview and Assessment**)

Desirable:

- To be familiar in using Microsoft Office applications (exchange, excel, word and PowerPoint)
- Digital mind-set

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



Strength

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. 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



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





The Process

This is the assessment process that that we will be going through for this job and what we will be testing at every stage -

Stage 1 – Application (*Behaviours, Experience and Technical*)

Stage 2 – Interview and Assessment (*Behaviours, Experience, Technical and Strengths*)

APPLICATION FORM

When you apply, you will be asked to provide some specific information, which you will type on screen. As all application forms are anonymised, we ask that you do not include any personal details.

PERSONAL STATEMENT

You will also be asked to complete a personal statement of no more than 1250 words setting out how you consider your personal skills, qualities, experience, match the behaviours and requirements as detailed in the job description.

In addition you will need to demonstrate the CPS or Civil Service Values.

CV

You will not be required to upload your CV however, when submitting your application there is a 'CV section.' You will be required to provide information regarding your skills, employment history and qualification details.

Please note that it is the candidate's responsibility to provide the specified application information in the requested format to ensure that they are considered for the post. No prompt will be given if applications are submitted without the requisite information and candidates who do not submit the required documents will not be considered for the post.

The Civil Service Commissioners & The Civil Service Code

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 and 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 the requirements and best practice suggested by the Civil Service Commissioners.



Terms, Conditions and Benefits

Flexible Working

The CPS 2025 strategy emphasises that success and wellbeing are equally important in allowing our colleagues to thrive. We will continue to protect everyone's wellbeing – whether they work in a court, an office or at home. Flexibility is pivotal to both delivering an agile public service and allowing our staff to find a work-life balance that works for them. We want a range of options to be available for everyone.

The CPS has, since its inception, delivered its work from offices and courts and has steadily built an ability to deploy its workforce flexibility over the years. We are committed to continuing to modernise the way we work and support a flexible workforce, enabling smarter working; including opportunities to work remotely or at home where business needs allow.

There are also opportunities to have more formalised Flexible Working agreements, upon request these will need to be considered based on local businesses need and therefore will need to be agreed as part of the employment offer.



Terms, Conditions and Benefits

Changes to Normal Operating Hours

With effect from 1 April 2019 CPS employee Normal Operating Hours are 7am to 7pm. An employee's actual working hours will be agreed with their local management subject to specific business requirements. All employees may be required to work any time between the hours of 7am and 7pm Monday to Friday subject to reasonable notice and consideration of personal circumstances.

Contracted Weekly Working Hours

All full time employees will be contracted to work 37 hours per week, excluding lunch breaks.

Overtime

If overtime is necessary, employees will be invited to volunteer. It is a condition of contract that you are available to work overtime for one weekend in every four, if there are insufficient volunteers, you will be required to work overtime if requested to do so by your line manager.

When will I receive feedback?

Feedback will only be provided if you attend an interview or assessment.



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

Strategic.Resourcing@cps.gov.uk

Please include the **vacancy reference number** and **job title** in the subject line.



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