



# National Offender Management Service

## HQ Job Description (JD)

### Band 3

#### Directorate: PSP

## Job Description: Litigation Administrative Officer, Regional Litigation Team

<b>Document Ref.</b>	HQ-JES -2075_Litigation Administrative Officer, Regional Litigation Team_v1.0
<b>Document Type</b>	Management
<b>Version</b>	1.0
<b>Classification</b>	Unclassified
<b>Date of Issue</b>	
<b>Status</b>	Baselined
<b>Produced by</b>	Head of Group
<b>Authorised by</b>	Reward Team
<b>JD Evidence</b>	

# HQ Job Description

<b>Job Title</b>	Litigation Administrative Officer, Regional Litigation Team
<b>Directorate</b>	PSP
<b>Band</b>	3

<b>Overview of the job</b>	<p>The post holder is responsible for ensuring that public sector prison litigation from offenders, staff and third parties is recorded on the approved IT case management system and provide administrative support to caseworkers, Litigation Manager and the RSL: Health, Safety, Fire and Litigation.</p> <p>The post holder manages their own work under the supervision of the Litigation Manager.</p> <p>The post holder does not need to be operational but needs to have a good understanding of operational matters.</p>
<b>Summary</b>	<p>The post holder is responsible for managing and maintaining the Regional Litigation Teams filing system. Electronic and paper based documents are produced which need to be linked to the relevant files in chronological order.</p> <p>Upon receipt of correspondence the post holder will allocate cases to an appropriate caseworker within the Regional Litigation Team and in line with NOMS policy refer to the relevant NOMS appointed legal advisors. The post holder will acknowledge all correspondence and liaise with various stakeholders including NOMS appointed legal advisors, other litigation contacts and claimant's solicitors as necessary.</p>
<b>Responsibilities, Activities &amp; Duties</b>	<p>You will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Analyse correspondence and identify the type of claim received and the nature of the complaint. In line with NOMS policy refer the case to the appropriate NOMS legal advisors.</li> <li>• Record the case details on the approved IT case management system.</li> <li>• Where relevant cross reference cases with the appropriate applications which hold offender information.</li> <li>• To chase lawyers and claimants solicitors for information which prevents a full record being created on the case management system or to update records accordingly.</li> <li>• Chase information on cases identified by case worker which have not had an update in sometime. This will require the post holder to liaise with the NOMS appointed legal advisors, Private Sector Providers and probation contacts.</li> <li>• Identify and allocate the appropriate Business Unit code for each new case and ensure all relevant financial data is up to date on the case management system.</li> <li>• Process invoices and requests for payment through the relevant Business Unit.</li> <li>• Seek approval in line with delegated authority levels within the Finance Manual.</li> <li>• Liaise with relevant stakeholders to ensure payments are made within the required timescales.</li> <li>• In conjunction with Financial Business Partners ensure monthly bills from NOMS appointed legal advisors are validated and seek to resolve any anomalies prior to raising the issue formally with lawyers.</li> <li>• Provide support to the Litigation Manager and RSL: Health, Safety, Fire and Litigation by arranging meetings, taking minutes and in general administrative duties.</li> <li>• Contribute towards improving the efficiency of the team by actively participating in team meetings, contributing ideas and views.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide input and support to ensure the Regional business plan objectives are achieved.</li> <li>• Assist with administrative duties within the Regional Litigation Team.</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.</p>
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<b>Competencies</b>	<p>For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> <li>• Leading and communicating;</li> <li>• Building capability for all;</li> <li>• Collaborating and partnering;</li> <li>• Changing and Improving;</li> <li>• Managing a Quality Service.</li> </ul>
<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post</li> <li>• All external candidates are subject to 6 months probation. Internal candidates are subject to probation if they have not already served a probationary period within NOMS</li> <li>• All staff are required to declare whether they are a member of a group or organisation which the Prison Service consider to be racist</li> </ul>
<b>Essential Qualifications, accreditation &amp; Registration</b>	<p><b>Skills</b></p> <p>Good Microsoft Office skills especially Word and Excel</p> <p>Have good writing, reading and general communication skills, (telephone, e-mail etc.</p>

<b>Hours of Work (Unsocial Allowances)</b>	<i>Leave Blank</i>
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