**SPA TERMS OF REFERENCE**

Job Title: Paralegal

Position Number: N/A

Grade: N/A

Security Clearance: Security Check

Reports to: Managing Prosecutor

Countersigning Officer: Deputy Director Service Prosecutions (DDSP)

Management Responsibilities: No

Term: Up to 12 months

Date: 5 Mar 24

**Job Purpose**

To support prosecution of cases in the Court Martial. Postholders will have the opportunity to implement their knowledge of criminal law and the criminal justice system to support SPA outputs, in addition to developing their own legal skills, experience, and behaviours.

**Duties**

1. Conduct initial case reviews of investigation reports and evidence, liaising with Service Police to ensure all reasonable lines of enquiry have been pursued and the necessary information is available for a prosecutor to make a charging decision.
2. As directed by a prosecuting officer, review prosecuting papers ahead of charge.
3. As directed by a prosecuting officer, assist in the disclosure process.
4. Draft case summaries, legal arguments and correspondence as directed.
5. Attend Court with prosecuting officers as required, in liaison with Assistant Prosecuting Officers. Undertake the APO role if required, providing full range of support at MCC.
6. Undertake training in advocacy, litigation and IT as well as all on-site mandatory Health and Safety and other training.
7. Support the planning and delivery of training events and workshops.
8. Develop the role of paralegal in the SPA;
   1. Undertake the role, adapting and adjusting from practical experience
   2. Identify and capture lessons for future development of the role
9. Other duties appropriate to role.