

Job Description and Person Specification

Court Officer

Job Details	
Grade	6
Service	Revenues & Benefits
Location	City Wide
Job Evaluation Code	P1088D

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

To prosecute in the Magistrates Court and County Court. To provide advice and guidance at insolvency hearings in respect of issues relating to recovery of local taxation and other debts.

Main Duties & Key Accountabilities

Obtaining liability orders, to make application for warrants of arrest, to make committal applications and to obtain judgements. Ensuring the availability of witness and witness statements.

Prosecuting debtors when brought before the Court. Using discretion to recommend the most appropriate action in individual cases.

Liaising with and monitoring authorised agents in line with the code of practice.
Instigating prosecutions for non-return of statutory information and against employers who fail to implement Attachment of Earnings Orders.
Keeping up to date with all changes to relevant legislation and case law. Providing advice, guidance and training to staff as required for the Service.
Maintaining effective relationships with all relevant stakeholders.
Attending County Court hearings with a solicitor as required.
Investigating disputed cases and liaising with relevant internal departments.
Monitoring performance to ensure performance targets are met.
Contributing to service planning and supporting the enforcement team manager on court-related issues.
Providing a frontline service to stakeholders. Managing complex interactions with customers and their representatives to determine appropriate recovery options.
Providing statistical and financial reports as required.
Assisting with testing and the development of systems and procedures.

Key Relationships	
External:	Coventry Magistrates Court Enforcement Agents Solicitors Insolvency Practitioners
Internal:	Council departments Legal Services

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> ● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. ● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.

- any other duties and responsibilities within the range of the salary grade.

Responsible for

Team Members – as identified in the Service structure.

Person Specification

Requirements	
Knowledge	Possess knowledge of court procedures and relevant legislation.
	Possess knowledge of the Council's key corporate priorities in respect of revenue recovery and the wider national performance framework.
Experience	Have significant experience of working in a Revenues environment.
	Have experience of dealing effectively with customers and their representatives.
Skills And Ability	Possess effective management, leadership, organisational and decision making skills.
	Possess excellent advocacy, interpersonal and communication skills.
	Possess excellent written, numerical and ICT skills.
	Possess ability to interpret complex legislation.
	Possess the ability to train, mentor and develop colleagues.