

Police Staff
Specialist Domestic Abuse Court Advisor
Office of the Police and Crime Commissioner

ROLE DEFINITION

Dept / Area Command:	Safeguarding	Section:	
Post Title:	Specialist Domestic Abuse Court Advisor	Post Reference:	
Post Grade:	Grade F	Location:	Agile working arrangement, primarily court-based (Bedlington or South Shields) with desk space available at Cobalt Business Exchange (Victims First Northumbria)
Car User Status:	Casual	Telephone Allowance:	N/A
Shift Allowance:	N/A	Standby Allowance:	N/A
Weekend Enhancement:	N/A	Contractual Overtime:	N/A
Line Manager:			
Staff Responsibilities:	Not applicable		
Purpose:	To provide a high quality, client-led support service for Domestic Abuse complainants whose cases are being heard in Specialist Domestic Abuse Court (SDAC) and remand court hearings.		

Key Responsibilities:-

- 1. Identify domestic abuse suspects and complainants involved in Specialist Domestic Abuse Court and Remand Court hearings.**
- 2. Work with Victims First Newcastle and specialist services in advance of SDAC and remand court hearings to make contact with individual Domestic Abuse complainants in order to understand their needs and wishes in relation to court proceedings.**
- 3. Provide information to the courts, via the CPS, in relation to the specific requirements and support for individual complainants.**
- 4. Provide one to one support to complainants who attend the SDVC or remand Court hearings in person, to ensure they understand what is happening and are able to clearly convey their needs or requirements to the court.**

- 5. Update complainants, or the specialist support service with which they are engaging, on the outcome(s) of SDAC or Remand Court hearings.**
- 6. Maintain accurate and confidential case records and contribute to the monitoring data, to enable a comprehensive evaluation of service effectiveness.**
- 7. Support colleagues and partner agencies, through awareness raising and institutional advocacy, to provide the best possible service for Domestic Abuse complainants.**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.