

Paula

PO: The CT Material
Messenger

Decision making role
on several cases

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The process we
have is fine, it just
needs to be
streamlined.
Learning a new one
will take too long

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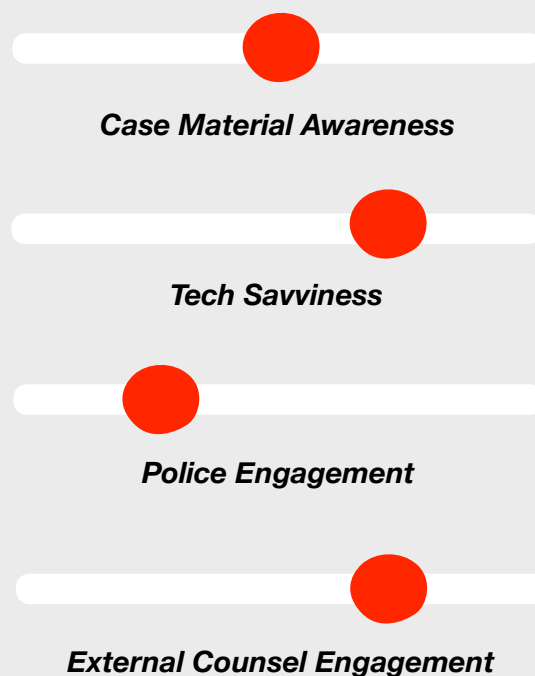
DEMOGRAPHICS

Age	30
Job role	Paralegal Officer
Digital Inclusion scale	9 Expert
Time in role	4 years, previously in 5 Area
Childcare	No / not mentioned

GOALS & OBJECTIVES

- To safeguard the message of any lawyer overseeing any of her cases and make sure justice is served
- Strictly act on instructions, despite any format or delivery changes of the individual lawyer.
- Impressing superiors with foresight and diligence in cases (but with limited technical means) to earn right to have more autonomy over my work (e.g work nearer home)
- Be up to speed at all times on several cases at charge and pre-charge, wherever I am England and Wales.
- To prove myself and qualify for more single task based work
- To be able to protect myself and have a clear audit trail of case decisions

TRAITS



BEHAVIOURS

TASKS

- Growing and scaling the case on the P Drive as the case evolves.
- Send links where things are saved to relevant team members
- Meeting court deadline for submissions and requests from defence
- Operate as efficiently away from base as home or office (e.g at Courts/ hotels)
- Prepare bundles by following instructions from lawyer, but also detailed step by step instructions with each technical change (Egress)
- All things Court and Jury; printing papers, Victims and Witnesses

DAY IN THE LIFE

I am between two fast moving streams of materials; the input and output. I strictly act on instructions and represent CPS to my fullest capability in every external interaction I have.

I have to fit around the needs of the current case, the workload for upcoming cases, and the patterns and work/life of the people handling the materials above and below me.

I will work 2-3 hours away from home every day while a case is court. I am unable to work while I travel so have to keep myself in the loop when I'm in secure locations instead.