

# Specialist Prosecutor

CPS Proceeds of Crime

Grade: SP/Grade 7/Level 4



“ Proceeds of Crime is a great place to work. There is such a **COMMUNITY FEEL** amongst the team, where we all engage with each other and share our **KNOWLEDGE.**”

Cynthia Caiquo

Legal Manager - CPS Proceeds of Crime

Find Your Purpose



# Introduction

**“Our duty is to make sure that we robustly apply asset recovery law to ensure defendants do not benefit from their proceeds of crime.”**



Adrian Foster  
Chief Crown Prosecutor

For more information on the work the CPS do, please visit - <https://www.cps.gov.uk/>

## **Section 1: Working at the Crown Prosecution Service (CPS)**

About the Crown Prosecution Service

Our Vision and Values

Why join the Crown Prosecution Service

Diversity & Inclusion

## **Section 2: About the Role**

Q&A Case Study

About the Role

## **Section 3: Next Steps**

Eligibility

What are we looking for?

The recruitment and selection process

# About the Crown Prosecution Service

**“Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible.”**



Max Hill – Director of  
Public Prosecutions

The Crown Prosecution Service (CPS) prosecutes criminal cases that have been investigated by the police and other investigative organisations in England and Wales. The CPS is independent, and we make our decisions independently of the police and government.

Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible.

Our service employs almost 6,000 individuals who think objectively, act professionally, show the utmost respect for others and continually strive for excellence.

We offer you the opportunity to have a very real impact on society, the freedom to use your judgement and the chance to experience challenging and varied work.

All in a supportive environment that is invested in seeing you make the most of your life inside work and out.

## Our Vision & Values

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**Our vision** is for the CPS to be forward-looking, outward-facing and influential across Whitehall and the Criminal Justice System. We will do this by using our unique operational insights to influence the legal and policy framework to ensure that CPS staff have the powers and tools to do their job effectively and efficiently.

### Our Values:

#### **We will be independent and fair**

We will prosecute independently, without bias and will seek to deliver justice in every case.

#### **We will be honest and open**

We will explain our decisions, set clear standards about the service the public can expect from us and be honest if we make a mistake.

#### **We will treat everyone with respect**

We will respect each other, our colleagues and the public we serve, recognising that there are people behind every case.

#### **We will behave professionally and strive for excellence**

We will work as one team, always seeking new and better ways to deliver the best possible service for the public. We will be efficient and responsible with tax-payers' money.

# Why Join the Crown Prosecution Service

**“Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible.”**



Max Hill – Director of  
Public Prosecutions

Committed to professional growth, the CPS offers all their staff clear progression pathways and a diverse range of learning and development opportunities, to progress your career in a supportive environment, whilst also gaining access to various promotion opportunities.

At the CPS we pride ourselves on providing a variety of benefits that ensure our employees' requirements are at the core. This includes wellbeing support, flexible working, civil service pension scheme, access to employee savings including high street retailer offers and discounts and 25 days leave, rising to 30 days after 5 years' service.

Working for the Crown Prosecution Service you will also gain access to a range of learning and development activities, including through Civil Service Learning and an individual learning account in addition to any central and local development opportunities and requirements.

# Diversity & Inclusion

**“Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible.”**



Max Hill – Director of  
Public Prosecutions

The Crown Prosecution Service (CPS) is committed to establishing a diverse and inclusive workforce.

Treating people equally is the right thing to do, fairness and opportunities to develop for all should be part of an organisations values. At the CPS we lead by example, in acting with integrity in all that we do in order to be able to provide justice for the public.

Diversity and Inclusion within the workplace is a positive in many ways:

- Builds a positive organisational reputation.
- More development opportunities means a more talented workforce.
- Encourages innovative thinking.
- Provides better understanding and representation of your customer base.
- Creates a more engaged workforce.

## Job Title

Specialist Prosecutor

## Department

Proceeds of Crime

## Pay Range

SP/Grade 7/Level 4

## Reports To

Group Manager (Level D Legal)

## Date Completed

June 2021

## Career Family

Legal

# Introduction

The Crown Prosecution Service (CPS) is delighted to offer the opportunity to apply for a role as a **Specialist Prosecutor** within **Proceeds of Crime**.

At the CPS, we are responsible for delivering justice through the independent and effective prosecution of crime. As such we employ almost 6,000 individuals who think objectively, act professionally, show the utmost respect for others and continually strive for excellence.

We are looking for individuals who are committed to public service, making a difference in people's lives. We want our colleagues to be able to work more flexibly and more collaboratively, exploring new and innovative ways to improve the way we provide services.

There are 3 different types of posts available, as follows:

### **Specialist Prosecutor (General)**

The purpose of this role is to advise on and prepare specialist cases for prosecution. The postholder will be required to consider cases fairly in accordance with the Code for Crown Prosecutors assessing the risks posed to victims and the public. The postholder will be expected to deal with our most complex and sensitive casework in partnership with other members of the CPS and external stakeholders.

### **Specialist Prosecutor (RART)**

The purpose of this role is to advise on and prepare specialist cases for CPS Proceeds of Crime (CPSPOC), with a focus on asset recovery investigations conducted by police and financial investigators in one of nine Regional Asset Recovery Teams. The postholder will be required to occasionally travel to police premises at the relevant Regional Asset Recovery Team.

### **Specialist Prosecutor (HMRC)**

The purpose of this role is to advise on and prepare specialist cases for CPS POC, with a focus on asset recovery investigations and prosecutions, conducted by Her Majesty's Revenue and Customs (HMRC). The postholder will be required to occasionally travel to HMRC premises.



[Intro](#)[Role Purpose](#)[Responsibilities](#)[Assessment](#)[Contact](#)

## Job Title

Specialist Prosecutor

## Department

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# Role Purpose

## What does the role entail?

CPS Proceeds of Crime (CPS POC) is at the forefront of the fight against Economic Crime, ensuring that criminal assets are restrained, confiscated and enforced, so that criminals do not benefit from their ill-gotten gains.

We also work with law enforcement colleagues to use civil recovery powers to target unexplained wealth.

We work with foreign governments to repatriate funds to the UK, as well as restraining and returning money abroad where it is derived from criminal activity overseas. CPS POC also handles civil litigation arising out of the exercise of the prosecutorial functions of the CPS.

The post holder will be an expert in proceeds of crime work. They will build, develop and maintain operational relationships with local criminal justice partners.

Applicants should pay particular attention to the “Technical Knowledge” accountability required for the post.

*Subject to the postholder satisfying the “general qualification” provision within the meaning of section 71 of the Courts and Service Act 1990, the post is designated by the Director of Public Prosecutions as a Crown Prosecutor under the terms of section 1 (3) of the prosecution of Offences Act (1985).*

**Full job description available upon request.**

## Job Title

Specialist Prosecutor

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Group Manager (Level D Legal)

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# Responsibilities

## What are my key responsibilities?

- Provide legal and practical advice to police officers and Financial Investigators with regard to money laundering investigations and prosecutions, restraint, confiscation, enforcement and civil recovery.
- Provide advice to prosecutors and caseworkers and the CPS Areas, offering support, guidance and advice.
- Undertake assigned investigations and casework.
- Support advocates in all asset recovery hearings by drafting the appropriate applications, legal arguments and other documentation in support of those hearings.
- Conduct cases in Enforcement Courts and, where the post holder has the appropriate Higher Court Advocacy (HCA) qualifications, conduct contested and non-contested confiscations hearings, drafting the appropriate applications, legal arguments and other legal documentation in support of those hearings.
- Prepare Letters of Request (LORs) to foreign jurisdictions to ensure assets outside of the UK are located, restrained or enforced.
- Deal with incoming international request as required, providing advice and support to foreign jurisdictions.
- Draft applications for management receiverships, including the selection of receivers from a panel, and oversee management receiverships in allocated casework.

# Q&A Case Study: Specialist Prosecutor

**Gary Sparrow**  
HMRC Specialist Prosecutor



## ***Why did you want to work for the CPS?***

I used to work in the City and wished to pursue a career prosecuting financial crime. I correctly thought that the CPS would give me broad prosecutorial knowledge and I would have subsequent opportunities to specialise as I gained experience.

## ***What does your day-to-day role entail?***

As a CPS Specialist Prosecutor embedded with HMRC I deal exclusively with HMRC investigations and I am physically located within the HMRC teams. I advise on law and procedure for all parts of the POCA process from planning a confiscation strategy pre charge to enforcement of orders and appeals. I have significant interaction with investigative teams, advising in person and with phone calls, conferences and emails. I draft applications to court, deal with defence, the court and instruct Counsel. Cases are large and complex and I make difficult decisions all the time.

## ***What kind of projects or activities are you involved in?***

I recently returned to my role after a thoroughly enjoyable secondment managing a team of 6 lawyers in our National Enforcement Unit. I am also a country lead for the United Arab Emirates whereby I act as a contact point and liaison between UK and UAE prosecutors in order to progress cases. I have also been dealing with improving our international work generally, and domestically a project with HMCTS looking at improving parts of the POCA process.

## ***How have you found working in a pandemic? How have you, and your team, adapted?***

I was extremely busy during the pandemic so time flew by. I found that I worked efficiently at home but that I missed having someone close by to discuss law and case issues. I also missed the social side of meeting with colleagues. The team adapted brilliantly with the use of technology for meetings, conferences, and chat groups for messaging. In many ways technology brought us closer together, especially colleagues who worked in other offices.

## ***What is your team like?***

Small. HMRC embedded lawyers currently number under 5 lawyers. We have complementary skills, for example one colleague has a criminal defence background, another a seasoned CPS veteran - we often consult on difficult issues. We are a close knit team, and enjoy our work. Although a small team we are still part of Serious Economic, Organised Crime and International Directorate and CPS Proceeds of Crime Division and we often draw on the wider resource and expertise available.

## ***Any exciting moments in your time at the CPS?***

Too many to mention. Most recently, I worked on a case for 6 years which ended up in the Court of Appeal. I didn't think the ruling had significance in law. At a recent conference a senior barrister analysed the case in a presentation, I was surprised by that, but I was even more surprised when the case generated a lot of interest amongst lawyers and senior members of the judiciary. I also remember an international case restraining £30 million of assets. I was just about to make the application to restrain when further evidence from abroad came in. I spent the next few days working frantically with law enforcement partners to revise the application, which fortunately was granted – just in time.

## Person Specification (BEATS)

The selection process will use the [Civil Service Success Profiles Framework](#) and will assess candidates' behaviours, strengths and their potential. Please find below the following areas we will be testing for this role.

[Behaviours](#)

[Experience](#)

[Ability](#)

[Technical](#)

[Strengths](#)



Move your mouse pointer over the buttons and click for more information



## Behaviours

When looking at behaviours, we want to get an understanding of the actions and activities that you have done (or would do) that result in effective performance in a job.

We will be testing the following behaviours on the framework for the grade – **SP/Grade 7/Level 4**

Making Effective Decisions (**Application, Assessment and Interview**)

Communicating and Influencing (**Application, Assessment and Interview**)

Managing a Quality Service (**Application and Interview**)

Working Together (**Application and Interview**)

Please find further information about each of [the behaviours by viewing the Civil Service Success Profile Behaviours Framework here.](#)



## Experience

### Essential

Extensive experience of criminal law including depth and breadth of exposure to complex cases, the law relating to disclosure, and the handling of sensitive information.

(All tested at – Application, Assessment and Interview)

### Desirable:

Proven legal experience in all aspects of Proceeds of Crime work, with depth and breadth of exposure to complex Proceeds of Crime casework.

A thorough and up to date knowledge of mutual legal assistance relating to the preservation of assets and the enforcement of confiscation orders in respect of both incoming and outgoing requests.

Please find further information about the [experience aspect by viewing the Civil Service Success Profile Experience Framework here.](#)



## Ability

When testing your ability we want to understand your aptitude for a particular type of work.

### Essential

N/A

## Technical

The roles within the professions are sometimes specialised and you may be asked to show that you have specific skills, knowledge or qualifications to be successful.

### Essential

The post holder must be a qualified practising solicitor or barrister, possessing a law degree or Common Professional Examination, having completed a Legal Practice Course or the Bar Vocational Course and the relevant pupillage. **(Application)**

### Desirable:

Please find further information about the [ability aspect by viewing the Civil Service Success Profile Ability Framework here.](#)

Please find further information about the [technical aspect by viewing the Civil Service Success Profile Technical Framework here.](#)



## Strengths

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When looking at your strengths, we want to find out whether you and the organisation or job role area a good fit. We will look at what you enjoy doing and what you do well and often.

Strengths will be tested at interview. In addition **CPS Values** will be tested throughout the selection process:

### **We will treat everyone with respect:**

We will respect each other, our colleagues and the public we serve, recognising that there are people behind every case.

### **We will be honest and open:**

We will explain our decisions, set clear standards about the service the public can expect from us and be honest if we make a mistake.

### **We will be independent and fair:**

We will prosecute independently, without bias and will seek to deliver justice in every case

### **We will behave professionally and strive for excellence:**

We will work as one team, always seeking new and better ways to deliver the best possible



Please find further information about each of the strengths by [viewing the Civil Service Success Profile Strengths Framework here.](#)





# The Process

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This is the assessment process that that we will be going through for this job and what we will be testing at every stage.

**Stage 1** – Application (*Behaviours, Technical and Experience*)

**Stage 2** – Assessment (*Behaviours and Experience*)

**Stage 3** – Interview (*Behaviours, Experience and Strengths*)

## APPLICATION FORM

When you apply, you will be asked to provide some specific information, which you will type on screen. As all application forms are anonymised, we ask that you do not include any personal details.

## PERSONAL STATEMENT

You will also be asked to complete a personal statement of no more than 1250 words setting out how you consider your personal skills, qualities, experience, match the behaviours and requirements as detailed in the job description. You will be asked specific questions about how your experience matches the behaviours  
In addition you will need to demonstrate the CPS or Civil Service Values.

## CV

You will not be required to upload your CV however, when submitting your application there is a 'CV section.' You will be required to provide information regarding your skills, employment history and qualification details.  
Please note that it is the candidate's responsibility to provide the specified application information in the requested format to ensure that they are considered for the post. No prompt will be given if applications are submitted without the requisite information and candidates who do not submit the required documents will not be considered for the post.

## Locations, Roles & Contracts

You will be asked to state your preference of location, role and contract in your application from the below:

**- Specialist Prosecutor (General) – 1 x temporary (up to 12 months) 1 x temporary (up to 24 months) 3 x permanent**

This post can be based in any of the CPS offices listed - Birmingham, Leeds, London, Liverpool, Newcastle or Wales

*The purpose of this role is to advise on and prepare specialist cases for prosecution. The postholder will be required to consider cases fairly in accordance with the Code for Crown Prosecutors assessing the risks posed to victims and the public. The postholder will be expected to deal with our most complex and sensitive casework in partnership with other members of the CPS and external stakeholders.*

**- Specialist Prosecutor (RART) 2 x temporary (up to 24 months) 1 x permanent**

This post can be based in any CPS office in England or Wales but with occasional travel to Bristol, Horsham or London

*The purpose of this role is to advise on and prepare specialist cases for CPS Proceeds of Crime (CPSPoC), with a focus on asset recovery investigations conducted by police and financial investigators in one of nine Regional Asset Recovery Teams. The postholder will be required to occasionally travel to police premises at the relevant Regional Asset Recovery Team.*

**- Specialist Prosecutor (HMRC) 2 x permanent**

This post can be based in any CPS office in England or Wales but with occasional travel to Bristol or Salford.

*The purpose of this role is to advise on and prepare specialist cases for CPS POC, with a focus on asset recovery investigations and prosecutions, conducted by Her Majesty's Revenue and Customs (HMRC). The postholder will be required to occasionally travel to HMRC premises.*



# The Civil Service Commissioners & The Civil Service Code

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The Commissioners have two key functions:

The first is to maintain the principle of selection for appointment to the Civil Service on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commissioners discharge their responsibilities directly by overseeing the recruitment process and chairing the final selection panel. For more information please see <http://civilservicecommission.independent.gov.uk/>

The second is to promote an understanding of the Civil Service Code which sets out the constitutional framework in which all civil servants work and the values they are expected to uphold, and to hear and determine appeals made under it. For more information please see [www.civilservice.gov.uk](http://www.civilservice.gov.uk)

The CPS adheres fully to the Civil Service Code; and the requirements and best practice suggested by the Civil Service Commissioners.



# Terms, Conditions and Benefits

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## Flexible Working

The CPS 2025 strategy emphasises that success and wellbeing are equally important in allowing our colleagues to thrive. We will continue to protect everyone's wellbeing – whether they work in a court, an office or at home. Flexibility is pivotal to both delivering an agile public service and allowing our staff to find a work-life balance that works for them. We want a range of options to be available for everyone.

The CPS has, since its inception, delivered its work from offices and courts and has steadily built an ability to deploy its workforce flexibly over the years. We are committed to continuing to modernise the way we work and support a flexible workforce, enabling smarter working; including opportunities to work remotely or at home where business needs allow.

There are also opportunities to have more formalised Flexible Working agreements, upon request these will need to be considered based on local businesses need and therefore will need to be agreed as part of the employment offer.



# Terms, Conditions and Benefits

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## Changes to Normal Operating Hours

With effect from 1 April 2019 CPS employee Normal Operating Hours are 7am to 7pm. An employee's actual working hours will be agreed with their local management subject to specific business requirements. All employees may be required to work any time between the hours of 7am and 7pm Monday to Friday subject to reasonable notice and consideration of personal circumstances.

## Contracted Weekly Working Hours

All full time employees will be contracted to work 37 hours per week, excluding lunch breaks.

## Overtime

If overtime is necessary, employees will be invited to volunteer. It is a condition of contract that you are available to work overtime for one weekend in every four, if there are insufficient volunteers, you will be required to work overtime if requested to do so by your line manager.

## When will I receive feedback?

Feedback will only be provided if you attend an interview or assessment.



If you have any questions about applying for this role please contact:

**[Strategic.Resourcing@cps.gov.uk](mailto:Strategic.Resourcing@cps.gov.uk)**

Please include **the vacancy reference number and job title** in the subject line.