

“ Independently Investigating Miscarriages of Justice ”

# Case Review Manager x6

**Reference:** CCRC00025CRM

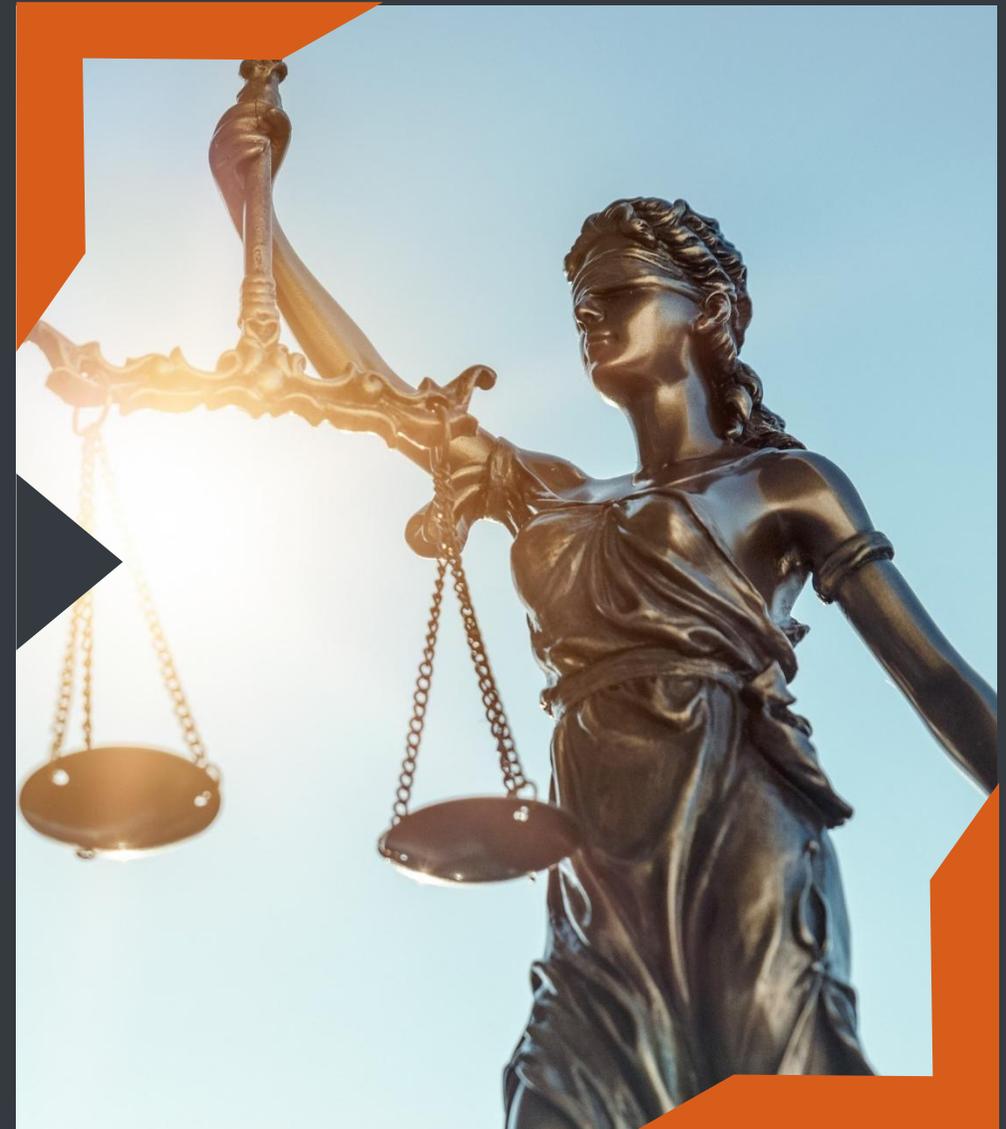
**Starting salary:** £41,305 per annum

**Term:** Permanent

**Location:** Remote working (anywhere in the UK)

**Closing date:** 23:55pm on 8 April 2026

This is an interactive document and is best viewed using Adobe Acrobat Reader. [Click here to download.](#)



# Criminal Cases Review Commission

The CCRC reviews complex criminal cases and has investigated some of the most serious miscarriages of justice in recent times.

The CCRC is the independent public body that finds, investigates and refers potential miscarriages of justice. We deal with cases from magistrates' courts, the Crown Court in England, Wales and Northern Ireland and the Court Martial and Service Civilian Court.

We have the power to obtain material from public and private bodies, including information that would normally be confidential or subject to disclosure restrictions. We have the power to interview witnesses and instruct experts.

We are the **only** people who can send a case back to court for a second or subsequent appeal.

We deal with cases after a person has lost their appeal (unless there are rare exceptional circumstances). We can refer a case for a fresh appeal if there is a **real possibility** that the conviction or sentence will not be upheld. It must be based on some evidence or argument that was not raised at trial or appeal and the convicted person must have exhausted the normal appeal process. We receive over 1,800 applications a year, the majority of which are at the most serious end of the criminal spectrum. There is no time limit on applications to the CCRC. Some of the cases that we deal with date back to the 1970s or earlier.

Further information on the CCRC may be found at [www.ccrc.gov.uk](http://www.ccrc.gov.uk)



## “We are here to tackle miscarriages of justice”

From time to time, a criminal case ends with a wrongful conviction or sentence – there might not have been a crime at all, the wrong person might have been convicted, or the process might have failed so significantly that the conviction is unsafe. Can you find the crucial new evidence or argument that changes things and enables us to send the case back for an appeal?

Case Review Managers are responsible for analysing and investigating suspected miscarriages of justice. They manage a demanding portfolio of complex criminal cases and draft reasoned recommendations whether to refer a case for a fresh appeal.

The role is intellectually challenging. Case Review Managers need to be analytical, articulate, resilient, and proactive. You must be able to juggle competing priorities, planning your work to ensure each case is investigated properly and takes no longer than reasonably necessary to reach a reliable conclusion.

As a Case Review Manager, you need to

see the case from all sides. You must combine objectivity and impartiality with a human touch. You will have the opportunity to examine material from the police, the prosecution, the courts and the defence, as well as records from prisons, the NHS and local authorities.

Sometimes you will need to interview applicants and witnesses or instruct experts in a range of forensic and scientific disciplines. At other times you will be dealing with emerging developments in the criminal law.

**In return, we offer you a unique and independent perspective on the criminal justice system and criminal cases.**

Our Case Review Managers work from home, using the latest IT to stay connected and to learn from and support each other.

As part of this recruitment, we will be holding a 1-hour Case Review Manager Recruitment webinar on **Wednesday 1 April at 10:00am**, to help you better understand the role and what we’re looking

for in our ideal candidates. To register your interest in attending, please email [hr@ccrc.gov.uk](mailto:hr@ccrc.gov.uk). If you have a specific question about the role or recruitment, please include this on your email and we will do our best to answer this on the day. We also encourage all candidates to have a read of our [Careers webpages](#) for more information on the Case Review Manager role.

**The CCRC is committed to equality and to being an inclusive organisation.**

Wellbeing, diversity and inclusion are at the heart of our culture, and we provide an environment where everyone is heard, valued and respected. We welcome people who will bring diversity of thought and provide constructive challenge.

If this sounds like the organisation and the career for you, I look forward to receiving your application.

**Amanda Pearce**  
**Director of Casework Operations**



## About the Role

### Job Description

**Title:** Case Review Manager

**Reports to:** Group Leader

**Hours:** Full time, 37 hours per week.  
Part time\* and flexible working available.

**Term:** Permanent

**Location:** Remote working (anywhere in the UK)

\*Minimum of 4 days or 25 hours per week part time

### Role Purpose

The purpose of the role is to investigate suspected miscarriages of justice and to recommend whether a case meets the statutory test for referral to the relevant appeal court.

### Key Responsibilities & Tasks

Case Review Managers are responsible for:

- Managing a challenging portfolio of complex criminal cases with competing deadlines and priorities, ensuring regular progress of all cases.
- Planning and leading the thorough and timely analysis, investigation and review of criminal convictions and sentences, most of which relate to serious offences prosecuted on indictment in the Crown Courts of England, Wales and Northern Ireland.
- Requiring and reviewing documents and other material from public and private bodies, including investigation, prosecution, court and defence files and highly sensitive and confidential material such as medical records or intelligence.
- Applying the law and making objective, evidence-based and well-reasoned

recommendations to Commissioners as to whether cases should be referred to the appropriate appeal court.

- Drafting accurate, clear and concise Statements of Reasons for decisions whether to refer a case for an appeal, taking account of the communication needs of diverse recipients including unrepresented applicants and the Court of Appeal.
- Communicating effectively with applicants, other stakeholders and colleagues in a remote-working environment.

### Key Tasks:

- Analyse, investigate and review cases, applying the relevant law, policies and guidance, using objectivity and good judgement throughout.

**Continued →**



## About the Role

### Key Tasks continued:

- Plan each case, setting out what steps we are taking (or not taking), why, and when we expect realistically to complete our enquiries.
- Assimilate and evaluate potentially extensive information and argument relevant to the case, including complex medical or scientific evidence, highly sensitive or confidential material and developing case law and legal arguments, targeting what might make a difference and re-evaluating as necessary during the review.
- Identify, and pursue effectively, relevant lines of enquiry including obtaining material from public and private bodies, commissioning expert reports, interviewing applicants witnesses and other relevant parties, and taking witness statements when appropriate.
- Work with Commissioners, Group Leaders, the legal and investigation teams and other colleagues for the benefit of case review.
- Delegate tasks to interns, administrators and other colleagues where appropriate and actively monitor progress.
- Communicate effectively with applicants and potential applicants, their representatives, public and private bodies and individuals associated with the case, taking into account the potentially conflicting needs of those parties and the CCRC.
- Ensure compliance with the CCRC's obligations on disclosure, security and confidentiality of information and under the Code of Practice for Victims of Crime.
- Keep up to date with developing law, practice and policy, and take responsibility for their own learning and development and for sharing knowledge with colleagues.
- Undertake legal and other research as the case requires.
- Make objective, evidence-based and well-reasoned decisions and recommendations on a range of questions relating to the case review process, in line with CCRC policies and procedures and the requirements of the Criminal Appeal Act 1995.
- Produce clear and coherent draft Statements of Reasons and supporting documentation to enable Commissioners to make timely, accurate and reliable decisions whether to refer a case to an appellate court.
- Present cases to a committee of Commissioners if a referral seems possible or in other appropriate circumstances.
- Serve on in-house working groups, draft casework guidance or other CCRC literature, prepare and deliver training to colleagues.
- Take calls on the CCRC helpline from potential applicants and others, providing appropriate information to answer the caller's queries and to enable them to then take the appropriate course of action



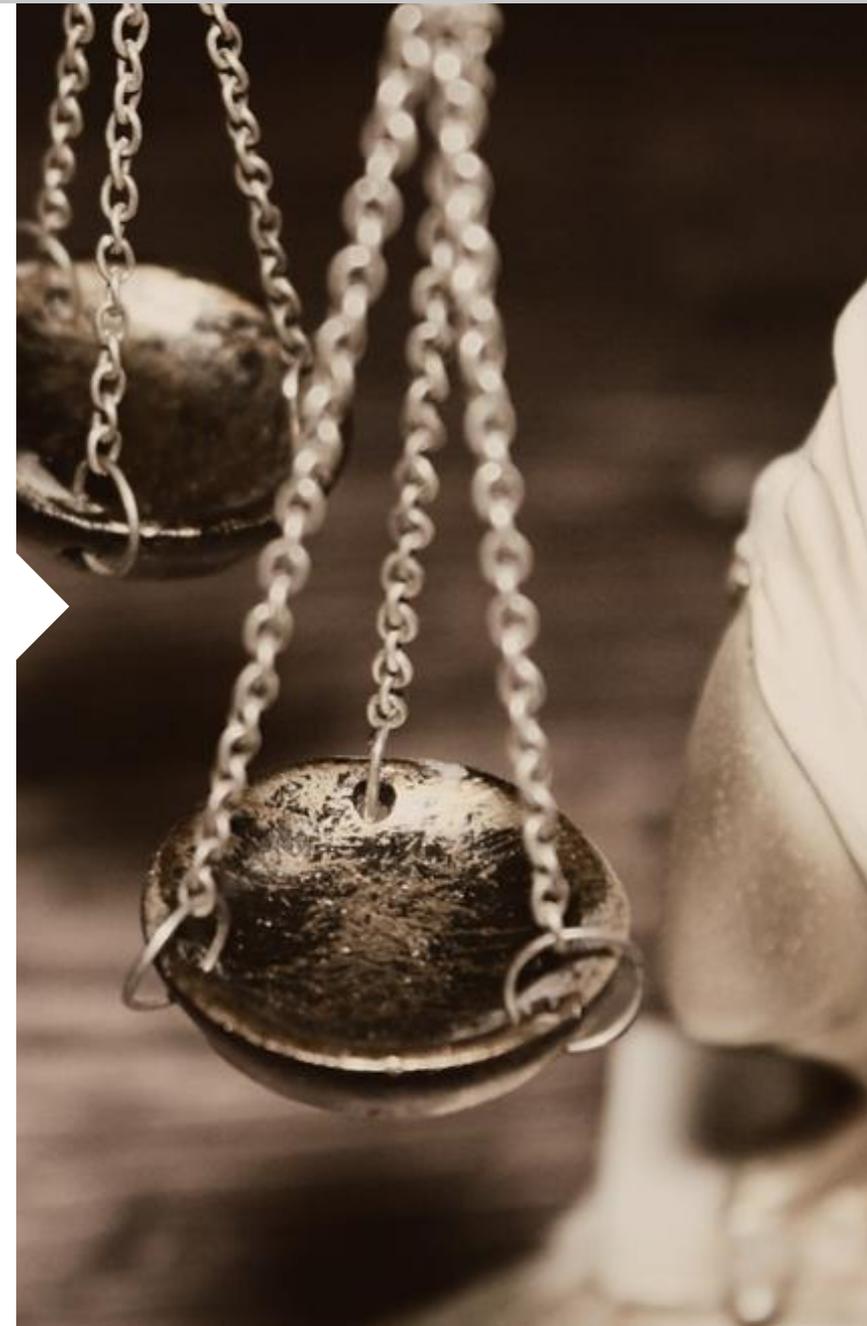
# Person Specification

In your application you will be asked to provide evidence of how your skills and experience meet the essential criteria. It is essential that you give evidence, using examples, of proven experience/competencies when addressing these criteria.

## Essential criteria:

- ▶ **Lead Essential Criteria:** Significant experience within an investigative role within the UK criminal justice system, or a UK legal qualification and experience of/or practice within the UK criminal justice system
- ▶ Comprehensive experience of leading complex legal or investigative cases, managing multiple lines of enquiry and different cases with competing deadlines and conflicting priorities
- ▶ Strong analytical and reasoning skills demonstrated by experience of researching and analysing complex legal, factual and evidential issues and data

For more information on what we consider to be complex casework to satisfy the essential criteria above, please visit our [Case Review Manager webpage](#).



# Person Specification

## Behaviours

The CCRC uses the [Civil Service Success Profiles framework](#) for recruitment.

The following behaviours have been identified as essential to the role at Senior Executive Officer (SEO) grade or equivalent level:

- ▶ **Making Effective Decisions (Lead Behaviour)**
- ▶ **Communicating and Influencing**
- ▶ **Delivering at Pace**
- ▶ **Working Together**

Descriptions of each behaviour are outlined on the next pages.

There are several models that you may find useful to structure your answers at interview, as it may help you to present your evidence succinctly. Please visit our [Careers webpage](#) for further guidance on these models:

- **STAR = Situation, Task, Actions, Result.**
- **WHO = What, How, Outcome.**
- **CAR = Challenge, Action, Result.**



# Application Process

## Application

### Applying:

Applications should be submitted via our careers site by no later than **23:55** on **8 April 2026**.

Our recruitment is anonymous so instead of CV's, candidates will need to submit an online application form.

be asked to complete a video screening exercise, where a Behaviour question will be presented and you will have 5 minutes to record your answer.

Those who pass the written exercise and video screening question will be invited to attend a 35-minute online interview the following day, where you will be asked a series of questions in relation to the written task.

## Assessment

### Assessment:

Once the advert has closed, candidates will be invited to complete two online **timed** ability assessments (Verbal Reasoning and Logical Reasoning).

This assessment requires candidates to be available on **2 consecutive days** so please ensure you include details in your application form of any dates that you are unavailable.

## Shortlist

### Shortlisting:

Those who score highest in the ability tests will then be shortlisted against evidence of meeting the essential criteria as set out in the Person Specification.

### Interview:

Candidates who pass the Case Study Exercise stage will be invited to attend a final interview, focused on Civil Service Success Profiles Behaviours and Strengths.

## Exercise

### Case Study Exercise:

Shortlisted candidates will be invited to undertake a 70-minute timed Case Study Exercise, where you will be provided with an example case and given time to prepare recommendations. Alongside this, you will also

Any offers will be subject to successful completion of pre-employment checks including security clearance to CTC (Counter Terrorist Check) level.

## Offer

If at any stage of the application process you would like help or assistance, please contact the [HR Team](#) and we will do what we can to support you.



## Indicative Timeline

The timeline indicates the dates by which decisions are expected to be made, and all candidates will be advised of the outcome as soon as possible thereafter. We will try to offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates are indicative and may be subject to change.

The anticipated timetable is as follows:

<b>Recruitment Webinar</b>	1-hour webinar on Wednesday <b>1 April 2026</b> at <b>10:00am</b>
<b>Closing Date</b>	Applications must be submitted no later than <b>23:55</b> on <b>8 April 2026</b>
<b>Ability Tests</b>	Sent on <b>9 April 2026</b> with a deadline of <b>13 April 2026</b>
<b>Shortlist</b>	Commencing <b>14 April 2026</b> , completion by <b>24 April 2026</b>
<b>Video Screening</b>	To be completed any time before <b>09:30</b> on <b>4 May 2026</b>
<b>Case Study Task</b>	<b>4 May 2026</b> to <b>19 May 2026</b>
<b>Interview</b>	<b>25 May 2026</b> to <b>5 June 2026</b>
<b>Outcome</b>	All candidates will be notified of the outcome week commencing <b>8 June 2026</b>



## Our Values

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### Independence. Passion. Professionalism. Fairness. Accountability.

We work in the interests of justice, and we are independent. We don't represent the police, prosecution, court or government. We do not represent the person applying for a review of their case, but we will work closely with them to understand their arguments and think about what else can be done.

Staying independent helps us investigate alleged miscarriages of justice objectively and impartially.

Fairness and equality are built into everything we do. We make sure that discrimination does not feature in our services. Our commitment is to create an inclusive culture with equal opportunities for all staff. Ongoing training keeps staff up to date on equality issues.

We work together and share our knowledge.





## Our commitment to equality, diversity and inclusion

The CCRC welcomes applications from candidates regardless of ethnic origin, religious belief, gender, sexual orientation, disability, age or other factors. Commissioners and staff are expected to adopt the same principles of equality when carrying out their duties for the CCRC, both internally and when dealing with external stakeholders.

We are committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting our objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation.

We promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we treat people fairly irrespective of their working arrangements.



## Contact us

We encourage all candidates to thoroughly review the Candidate Information Pack which explains the role and requirements before submitting an application.

You can find a range of useful information on our Careers pages, including Frequently Asked Questions, and guidance for attending an online interview.

If you have any specific queries about the role that are not covered by this Candidate Information Pack, please contact:  
E: [hr@ccrc.gov.uk](mailto:hr@ccrc.gov.uk)

X: [@ccrcupdate](#)

Instagram: [the\\_ccrc](#)

LinkedIn: [CCRC LinkedIn](#)

The CCRC are proud to be a Disability Confident Employer.

