

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Radiographer (The County Mortuary)

Coroners, Registration and Bereavement Service, Resource
Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



West
Northamptonshire
Council

Purpose and impact:

This role refers to the Post-Mortem Imaging Service to be provided by The County Mortuary. The Post-Mortem Imaging Service will provide Post-Mortem Computerised Tomography (PMCT) scanning with radiological reporting via a Picture Archiving Communication System (PACS). The post-holder will operationally manage, develop, control, organise and contribute to the work of radiographers for the Post-Mortem Imaging Service run by West Northamptonshire Council, to ensure the service complies with relevant legislation, regulations, and policies. The post-holder will supervise the day-to-day running of the PMCT scan in accordance with relevant legislations, regulations and policies. The post-holder will be routinely located in the Mortuary Office but be working from the CT scan control room to perform PMCT Examinations on the deceased. To maintain consistency with the Council's quality and equality perspectives, To be able to adapt to the unpredictable nature of the workload, including major incidents, disasters, pandemics and to participate in the department on-call rota when required.

Accountable to:

This role is accountable to the Coroners and the County Mortuary Service Manager. This role sits within Coroners, Registrations and Bereavement Service of the wider Governance Directorate, part of the Resources Directorate in West Northamptonshire Council

Responsibilities:

1. To ensure the smooth day-to-day running of the Post-Mortem Computerised Tomography scans. Be the County Mortuary trained and registered radiographer and designated as a Radiation Protection Supervisor as defined in the IRR17
2. To perform intravenous injections/cannulations and/or intubations of the deceased depending on the PMCT technique required. To conduct condition checks the deceased, updating the relevant databases. To assist mortuary staff with manual handling of the deceased.
3. Teach and train Anatomical Pathology Technologists, Pathologists, Radiographers, Radiologists, Anthropologists, and other interested parties in Post-Mortem CT Scanning procedures and techniques to build a resilient CTPM service. Explore with Northants University if courses could be devised and run in partnership or with any other educational bodies. Be involved in research projects and liaise with universities/museums, students and trainees visiting the workplace.
4. Expert use of the Picture Archiving Communication System (PACS) system. - Maintain accurate information on the Picture Archiving communication system (PACS) and the digital mortuary register (Eden). - Act in accordance with all procedures
5. Liaise and where appropriate work within a team with external partners, contractors, and stakeholders – including but not limited to the Coroner's Service, the police service, anatomical pathology technologists, mortuary support officers, pathologists, radiologists, radiographers, other healthcare professionals, forensic experts, funeral directors, students, software, data management experts, maintenance companies, universities, specialist centres, training providers to support service, and to support the delivery of improvements in processes and procedures to enhance advancements in the industry.
6. Create / implement compliant regulated and legislated quality standard operating procedures in relation to your area, fully participate in service development and mortuary service plan, and meet regularly with the Coroners and the County Mortuary manager to discuss training, CTPM service requirements, and challenges.

7. Responsibility for plant and equipment: Responsible for the correct functioning and running of the Post Mortem Computed Tomography including planned maintenance and unplanned maintenance (faults, malfunctions etc. liaising directly with the PMCT scan's manufacturer to request assistance if needed). Assist the mortuary staff in checking the condition of mortuary premises, facilities and equipment, identifying the need for maintenance and reporting any faults, issues, or malfunctions to the relevant person/department for repair.
8. Participate in the necessary training to work within a Dedicated Disaster Mortuary, including Disaster Victim Identification, CBRN and mass fatality training. Assist in documentation of information as requested for various requirements e.g. capacity and demand, audit, research
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications. Take every reasonable opportunity to maintain and improve professional knowledge and competence and demonstrate a commitment to innovation and learning, including maintaining a portfolio of Continued Professional Development. This includes participating in the growth and advancements of the mortuary facility – such as researching developments in the industry, PMCT and PM imaging, use and integration of artificial intelligence, robotics and automation in healthcare and managing projects related to these. (Collate, process and analyse relevant data and translate these outputs into reports, documents and actions).
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to prioritise/plan workload and meet performance targets Self-motivated and able to motivate others Consistent and reliable Able to step in at short notice to cover for sickness, etc. Able to obtain and evaluate information to aid decision making Able to lead and work closely with team members Commitment to CPD of self and others Experience of student mentorship and staff supervision	Essential	A I
To be able to work flexibly to meet the requirements of the service by working out of usual office hours/being on-call.	Essential	A I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A I

Knowledge:	Essential / Desirable	Measured by
Experience in a wide range of CT procedures Awareness of Post-Mortem Imaging applicable to non-suspicious, suspicious and traumatic deaths Awareness of how the coronial system works in the UK Understand how a medical cause of death is formulated Knowledge of the process and language of death investigation Demonstrates the ability to produce a high standard of work Involvement with QA but lead by QA Awareness of changes within imaging practice (e.g., introduction of new techniques, AI etc.) Knowledge of Clinical Governance and the relevance to practice Experience of audit Knowledge of relevant policies and procedures, standards and regulations related to the field Ability to independently perform intravenous injections/cannulations and/or intubations	Essential	A I P D
Understanding of how a PMCT service can be run including the techniques involved and the associated challenges (PMCT angiography, ventilated PMCT, PMCT skeletal survey) Basic knowledge of the most common PMCT findings in non-suspicious, suspicious and traumatic deaths • Experience of work within a mortuary environment and/or care of the deceased <ul style="list-style-type: none"> • Experience of education/lecturing • Experience of research and scientific paper writing • Previous publications in peer reviewed journals 	Desirable	A I P D

<p>Excellent interpersonal and communication skills with the ability of influencing to the best outcome for West Northamptonshire Council to effectively.</p> <p>Participate fully and nurture culture in creation of a one team ethos</p> <p>Act with impartiality, integrity and empathy; promote equality and diversity in all aspects of working</p> <p>Develop and maintain strong working relationships with pathologists, radiographer/ radiologist's coroners, other colleagues and professional partners across Death Management</p> <p>Deal with bereaved families sensitively and compassionately</p> <p>Participate or lead if your area to complaints/investigations in a timely fashion</p>	Essential	A I
---	-----------	-----

Relevant experience:	Essential / Desirable	Measured by
<p>Infection Control policies – Ionising Radiation Regulations 2017 (IRR17) and related departmental protocols and procedures)</p> <p>The Radiation Regulations 2019 – Moving and Handling Procedures (move and handle deceased/ equipment including mobile x-ray machines/materials using agreed moving and handling procedures)</p> <p>COSHH Regulations (safely deal with substances hazardous to health used in specific work area as per department procedures)</p> <p>Health and Safety at Work Act (conform to health, safety and security legislation, policies, procedures and guidelines; undertake work activities that are consistent with legislation, policies and procedures; assist with risk assessments and take appropriate action to minimise risks)</p> <p>Incident reporting (report all accidents and incidents and near misses as per Council and Establishment policies)</p> <p>GDPR and Data Protection Act (maintaining confidentiality of deceased and other members of staff) – Support others to manage risks effectively provide input to risk management by identification of potential risks to the Coroners and County Mortuary Manager.</p> <p>Proactively manage risk and maintain staff's safety, conforming to health, safety and security legislation, policies, procedures and guidelines</p>		A I D
Experienced in CT scanning and PAC systems	Essential	A I D

Education, training and work qualifications:	Essential / Desirable	Measured by
<p>DCR/BSc in Radiography</p> <ul style="list-style-type: none"> • Current Health and Care Professions Council (HCPC) Registration, which must be maintained whilst in post • Training in and extensive experience of CT scanning • Forensic radiography knowledge/experience • Evidence of CPD (e.g., attendance at study days, conferences, courses etc.) related to the field 	Essential	A I D
Post-Graduate qualifications relevant to post (e.g., MSc in Forensic Radiography)	Desirable	D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include

Standard Disclosure and Barring Service check

Day-to-day in the role:

Job family & salary band:	£39,190 - £41,797 (Band 7)	Worker type:	Flexible Part-flexible Fixed Field-based worker
People management responsibility:		Budget responsibility:	[provide c. £x figure]

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture."

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

