



# Coroners Officer

## Coroners service, Legal and Democratic

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.

### **Purpose and impact:**

You will be part of a small team working with other Coroners Officers and Senior Business Support Officers who provide administrative services to the Senior Coroner and her Assistant Coroners.

The overall purpose of the job is to provide an investigative service and assist in the execution of the legal and duties, in accordance with the Coroners & Justice Act 2009

### **Accountable to:**

The Coroner's Office operational manager

## Responsibilities:

- Provide effective communication between bereaved families, HM Coroner, Medical Examiners, and our partners including police, hospitals, GPs, Registrars and other professional parties.
- Manage and provide scrutiny of the investigation process for each reported death, from initial assessment and recording, through detailed investigation, including arranging and where necessary, attending post mortems.
- Investigate more complex non-suspicious deaths to provide and collate information to enable HM Coroner to make appropriate decisions.

You will ensure that bereaved families, members of the public and other interested persons are supported and regularly updated during investigations, placing the bereaved at the centre of the process. You would be responsible for your own caseload including investigations and inquest cases including completion of any further actions identified by His Majesty's Coroner. This includes close liaison with partners and ensuring that all inquest cases are scheduled as soon as possible after file submission with all of the relevant evidence available to the Coroner.

You will also be required to work at the county temporary storage facility post activation for seasonal pressures, Mass fatalities and Excess Deaths. This will include body handling and close liaison with other professionals namely hospital mortuary managers and funeral directors. You will also be required to cover some occasional duties at the new County mortuary when open to ensure smooth day to day running of this facility.

## 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
<p>Comprehensive investigative skills utilising a questioning and enquiring approach to establish the full range of information, and ability to identify deaths that need further investigation by third parties including police officers.</p> <p>Excellent written and verbal communication skills, and the ability to use a variety of styles and tones to suit different audiences. Includes attention to detail, and accuracy with good spelling and neat, legible handwriting.</p> <p>Confident user of computers and office software, including Internet Explorer, Microsoft Office and Case Management Systems.</p>	E	A,I
<p>Ability to deal with death and bereaved relatives/friends in various emotional states from various backgrounds and advise them on relevant procedures</p> <p>Able to deliver difficult information sensitively whilst meeting the expectations of the bereaved.</p> <p>Able to work effectively across services as a team member; values, calls upon and utilises the expertise of colleagues, willingly learns from other team members.</p> <p>Ability to influence partner agencies to facilitate progress.</p> <p>Ability to be professionally dissociated from the emotional aspects of dealing with death on a daily basis, while remaining sensitive and responsive to bereaved families and organisational needs.</p>	E	A,I
<p>Demonstrate an innovative approach to problem solving in order to resolve any issues raised.</p>	E	A,I

Knowledge:	Essential / Desirable	Measured by
<p>Previous knowledge/experience of the role of the Coroner/Coronial Service and/or legal procedures relating to sudden and unnatural or violent death and the role of the Coroner.</p>	E	A,I

Relevant experience:	Essential / Desirable	Measured by
<p>Detailed/In-depth and current practical knowledge &amp; understanding of the Coronial Service and the Death Certificate Reform.</p>	E	A,I

<p>Previous experience or willingness to develop and deliver training packages to Medical Examiners, other medical professionals and police.</p> <p>Completion of courses relevant to processes and procedures (e.g. Law based courses or qualifications)</p> <p>Ability to identify and promote opportunities for partnership working that improve efficiency and services to the bereaved.</p>		
<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	E	A,I

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent	E	A
Educated to degree level	D	A

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**

## Day-to-day in the role:

<b>Hours: Full Time</b>		<b>Primary work base:</b>	Guildhall, Northampton
<b>Job family band:</b>	RT07-Regulatory and Technical	<b>Worker type: Flexible</b>	
<b>Salary range</b> <b>£38,234-£40,778</b>		<b>Budget responsibility:</b>	£0
<b>People management responsibility:</b>	None		

## 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.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> 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](mailto: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.

