

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Lead Anatomical Pathological Technician

Coroners, Registration and Bereavement Service,

Resources 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.



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Purpose and impact:

The County Mortuary, and post holder of Persons Designate of the Human Tissue Authority. Responsible to ensure that staff meet all standards expected by the Human Tissue Authority, CQC, and Health and Safety Executive. Lead direct reports to deliver adult and paediatric post mortem services, forensic post mortems, CT post mortem, viewings and identifications. Support the Coroners and County Mortuary Service Manager in maintaining The County Mortuary's Human Tissue Authority license with robust approach to training and compliance with audits, standard operating processes, business continuity, risk management and emergency planning

Accountable to:

This role is accountable to the Coroners and the County Mortuary Service Manager and is with direct line management responsibility for the Anatomical Pathological Technician's, Apprentice Anatomical pathological Technician and Mortuary Support Officers. 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. The post holder must, within the scope of their responsibilities, ensure the Mortuary is compliant with current Human Tissue Authority (HTA) and ISO15189 standards, and will identify and oversee technical and quality improvements that ensure future compliance. The post holder will be the Person Designated for the Mortuary for HTA and report to the Designated Individual (DI) to ensure HTA compliance
2. Act as technical, professional and infection control lead for mortuary provision, and related areas of work conducted in the County Mortuary. Ensure correct postmortem authorisations, and tissue/ organ retentions are completed and full traceability of samples. Where appropriate undertake removal of pacemakers and ICDs or ensure deactivation processes are followed and complete all necessary documentation
3. Undertake routine and non-routine technical autopsy work, including the evisceration of the deceased, and advanced techniques as required and ensure adequate resourcing of the mortuary, including pathologists, to complete the required caseload
4. Technical liaison lead with key stakeholders such as bereaved members of the public, HM Coroner Office, Royal college of Pathologists, Police, NHS Trusts and Funeral Directors. Ensure all team proactively engage with funeral directors with regards to release and collection of bodies from the mortuary
5. People management – performance and technical skill management and objective-setting, absence management, communication, support, team building and staff training and development log for any training gaps or refresher training.
6. Support the implementation of bringing services online and lead on staffing the service in hours and out of hours with safe systems of working and covering off lone working. Provide an out of hours system and monitoring solution of all relevant locations.
7. Ensure systems and training followed by all internal and external partners in relation to correct identification on deceased to meet HTA standards, all details are present in the Eden system and property is identified and retained/released to family appointed Funeral Director.

8. Lead liaison with tissue donation team in the event of consent for tissue donation, enabling supervised access to the department for the tissue retrieval team in hours and out of hours to meet strict timelines for successful retrieval.
9. Lead by example and ensure all team demonstrate Thrive values with treating all relatives of the deceased in a kind and compassionate manner in accordance with the standards of the department whilst giving appropriate documentation and support where required
10. To be the lead for overseeing hazardous chemicals, and governance measures. Implement a Mortuary cleaning system and maintain equipment, escalation process for any defects found or temperature excursions noted for team. Ensure safe cleaning systems are undertaken at the main facility and NHS body storage units.
11. 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.
12. To deputise for the Service Manager, cover for the Lead QA in sickness and holidays or any other task commensurate to the grade. Keep Anatomical Pathological Technician skill current and up to date with any annual training or professional registrations.
13. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
14. 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
Highly-developed technical skills, including advanced and non-routine autopsy techniques		A, T, I, P, D
A proven track record at a managerial, or deputy, level of managing a public/hospital mortuary undertaking forensic and high-risk autopsies relating to Adult and Paediatric post mortems		
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A/T/I
The ability to work and lead a team of APT's in sometimes unpleasant situations, including dealing with bodily fluids, decomposition.		
Excellent interpersonal and communication skills with the ability of influencing to the best outcome for West Northamptonshire Council to effectively; <ul style="list-style-type: none"> influence and nurture culture and develop motivation of individuals and teams act with impartiality, integrity and empathy; promote equality and diversity in all aspects of working Develop and maintain strong working relationships with services, coroners, other colleagues and professional partners across Death Management Deal with bereaved families sensitively and respond to complaints in a timely fashion 		
Full UK driving licence, access to car/ use of car and to participate in on-call rota	Essential	

Knowledge:	Essential / Desirable	Measured by
Extensive knowledge and understanding of current legislation relating to Coroner's post mortems, death registration and statutory duties, local and national developments in care after death to post graduate level or experience to its equivalency.		
Knowledge on how to prepare and undertake HTA and UKAS inspection		A, T, I, P, D
Knowledge of Police requirements and working within the Local Resilience Forum for Mass Fatality scenarios		
Knowledge of Standard Operating Process creation, training and monitoring to be HTA compliant processes		
Knowledge of effective and robust business continuity planning		

Relevant experience:	Essential / Desirable	Measured by
Experience in design and implementation of a comprehensive and formal quality management system	Essential	A, T, I, P, D
Identifying and minimising risk, ensure your team report all incidents and escalate any risks where appropriate. Document risks, and support/ technical lead for HTARI investigations for Mortuary.	Essential	
Previous senior mortuary position with line management and experience of working within an HTA compliant environment	Essential	
Experience of working and leading out-of-hours as part of 24/7 service provision, to meet KPI's, HTA and PACE.	Essential	

Education, training and work qualifications:	Essential / Desirable	Measured by
Diploma in Anatomical Pathology Technology or Level 4 Diploma in Healthcare Science (Anatomical Pathology Technology)	Essential	A, T, I, P, D
Membership to the Association of Anatomical Pathology Technology and adhere to best practice and social media codes of conduct	Essential	
Degree-level qualification or equivalent experience in a relevant field (e.g. public service management)).	Desirable	

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 - *Enhanced Disclosure and Barring Service check*

Day-to-day in the role:

Job family & salary band:	Band 9	Worker type:	Flexible Part-flexible Fixed Field-based worker
People management responsibility:	Yes	Budget responsibility:	

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:

[Manager please highlight if the work involves Regular manual handling, Working at height, Rotating shift work, Driving HGV or LGV for work]

[How we work: Manager please add some context around how the role can be carried out]

For example: We are open to discussions about flexible working.

[You should also add some context around the worker type, see worker type descriptions [here](#)]

For example: 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.

