

Job Description & Person Specification

<i>Staffordshire County Council</i> <i>Families and Communities Directorate</i>		
Post Title	Salary	Date
Assistant Coroner	Fee paid basis at a rate of £400 per day £250 per half and £50 for short attendance in the office	Apr 18

Reporting Relationships

Responsible to: Senior Coroner

Responsible for: None

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people.

Our Vision - Is for a connected Staffordshire, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes - The people of Staffordshire will:

- Be able to access more good jobs and feel the benefit of economic growth
- Be healthier and more independent
- Feel safer, happier and more supported in and by their community

Purpose and Values of Service

The role of the Coroner is to make appropriate investigations into those deaths that are reported to him/her under the provisions in the Coroners and Justice Act 2009. The Coroner seeks to do this as sensitively as possible, but must still ensure that proper inquiries are made.

In some cases the Coroner will issue a form enabling a death still to be registered as natural through a medical certificate issued by a doctor who has attended the deceased. In other cases the Coroner will direct a post-mortem examination to take place and following the result of this will send a form to the registrar in order for a natural death then to be registered.

There are also cases (usually unnatural deaths) where a Coroner will direct there to be an Inquest. This is a formal court hearing where the Coroner hears evidence to determine who the deceased is and how, when and where s/he came by his/her death.

Role Purpose

To support the senior coroner to deliver a high quality coroner service to the people of South Staffordshire while having regard to the duties and responsibilities of coroner as

defined in the Coroners and Justice Act 2009 and associated rules and regulations and as further described in various guidance issued by the Chief Coroner.
To deputise for the senior coroner as and when required.

Key Accountabilities:

1. To carry out the statutory functions of the coroner in accordance with the requirements of the Coroners and Justice Act 2009 and the relevant rules and regulations
2. To provide a high quality coroner service in accordance with statutory provisions, case law, best practice and associated guidance from the Chief Coroner.
3. To investigate the circumstances of the deaths of all persons whose bodies are lying within the area where there is reason to suspect that the death was violent or unnatural, where the cause is unknown or where the deceased died in custody or otherwise in state detention.
4. To determine the identity of the deceased and the medical cause of death and to decide whether a post mortem examination is necessary for the purposes of the investigation, and, if so, to give directions to a pathologist or other appropriately qualified medical practitioner.
5. To hold an inquest, with or without a jury, where satisfied that one is required in accordance with the Coroners and Justice Act 2009.
6. To notify, as appropriate, the relevant Registrar of Deaths of the finding of the inquest or if no inquest is held of the natural cause of death ascertained by post-mortem examination or of the fact that the death reported does not need to be subject to further coroner investigation.
7. To provide recordings of inquests or other relevant documents in accordance with statutory requirements, to interested persons as required.
8. To deal with claims for treasure, in accordance with the statutory provisions.
9. To ensure that the Coroner Service has regard to the ethnic and cultural diversity of the population of Staffordshire and is responsive to the cultural needs of their diverse communities.
10. To be sensitive and, as far as possible, responsive to the needs and requirements of properly interested persons who engage with the coroner service, including the bereaved, witnesses, police, funeral directors, NHS Trusts, local authorities and the media.
11. The role holder will be expected to undertake some administrative duties such as attending to letters, memos and file notes.

12. To undertake any relevant training and development to keep up to date with the law and practice and to attend Judicial College training courses as required by the senior coroner and the Chief Coroner.
13. To carry out any other duties commensurate with the post that may be required by the Chief Coroner, the Ministry of Justice, the Senior Coroner and the constituent Area authorities.

Special Conditions

Due to the nature of the post and duties, the post holder is expected to be flexible in their approach to working hours and location.

The position of assistant coroner is appointed by Staffordshire County Council but it is not a salaried position.

The Guide to Judicial Conduct

The Assistant Coroner will comply with the standards as set out in the Guide to Judicial Conduct and other associated guidance. <https://www.judiciary.gov.uk/publications/guide-to-judicial-conduct/>

This post is exempt from the provisions of Section 4(2) of the Rehabilitation for Offenders Act, 1974 by virtue of the Rehabilitation of offenders 1974 (Exceptions) Order 1975. The post holder therefore is not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will only be considered in relation to the positions to which the order applies. The position is subject to an enhanced Disclosure and Barring Service check.

Applicants must specify in their application if they are subject of any ongoing complaint or disciplinary proceedings by any professional body to which they belong. If they have been subject to any completed disciplinary proceedings they must declare this fact and the outcome(s).

The candidate should declare any other matters which they believe should be brought to the attention of the Local Authority, particularly bearing in mind the basic set of guiding principles in the Guide to Judicial Conduct.

Person Specification

A = Assessed at Application
I = Assessed at Interview

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <p>Qualified barrister solicitor or fellow of CILEX and satisfy the judicial – appointment eligibility condition on a 5 year basis and be under the age of 70</p> <p>Full Current driving licence</p>	<p>A</p> <p>A</p>
	<p>Knowledge and Experience</p> <p>Up to date knowledge of legislation relating to coroner’s duties including particularly the law of evidence, the administration of the legal system and the procedures of courts.</p> <p>Knowledge of the extent to which cultural and religious requirements can be met within the constraints of coronial law and practice</p> <p>Experience of conducting investigative enquiries including demonstrating clarity of thought in identifying issues relevant to the investigation</p> <p>Experience of analysing complex situations resulting in clear decisions and positive outcomes</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p>Skills</p> <p>Proven excellent analytical, decision making and administrative skills</p> <p>Demonstrable ability in effective budget and resource management within an organisation</p> <p>IT literacy including preferably, experience of IRIS software, Microsoft Office package and familiarity with email and internet systems</p> <p>Can demonstrate excellent verbal and written communication skills including the ability to distil complex medical, legal and other information into a format easily understood by all.</p> <p>Ability to deal with emotional situations that require sensitive handling and demonstrate confident and positive judgement.</p> <p>Can demonstrate excellent interpersonal skills dealing with the bereaved with tact, diplomacy and compassion.</p> <p>Ability to manage conflict/sensitive situations involving competing personnel and organisational priorities with a wide range of stakeholders</p> <p>Excellent presentation skills</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **SSC Resourcing Team on 01785 276113**