

Candidate Information Pack

AREA CORONER

South Wales Central Coroner Area

Relevant Authority:

Rhondda Cynon Taf

County Borough Council

April 2022

**AREA CORONER FOR SOUTH WALES CENTRAL
INFORMATION PACK**

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This recruitment pack has been drafted in accordance with the Coroners and Justice Act 2009.

1. ADVERT

AREA CORONER SOUTH WALES CENTRAL CORONER AREA SALARY £105,600 (FROM 1st APRIL 2021)

Rhondda Cynon Taf County Borough Council is seeking to appoint a new Area Coroner. This is further to the recent appointment of the previous Area Coroner as Senior Coroner for the South Wales Central Area.

About the post:

The Area Coroner will work closely with the Senior Coroner to provide judicial leadership to the coroner team as well as conducting your own coroner investigations and inquests. You will be the nominated deputy for the Senior Coroner.

Rhondda Cynon Taf County Borough Council is looking for an exceptional candidate with excellent proven leadership, organisational, management and efficiency skills, as well as experience of managing and embracing change. You will work closely with the Senior Coroner and the Local Authority Coroner's Service Manager to ensure value for money, performance and financial efficiencies. Collaborative working with the Senior Coroner, local authority, the police and other stakeholders is essential.

You will be required to demonstrate knowledge and experience of coronial law and of basic medicine and have proven skills in conducting investigations and an understanding of court procedure. You will also need to demonstrate the excellent communication and interpersonal skills necessary to deal with sensitive situations.

It is desirable that the successful candidate has proven experience of running (or the sharing of running) a Coroner's jurisdiction including carrying out investigations, case management, and conducting inquests.

Who can apply:

The successful candidate will be a barrister or a solicitor or Fellow of the Institute of Legal Executives and satisfy the judicial-appointment eligibility condition on a 5 year basis. They will be under the age of 75, have experience of working as an Assistant Coroner or Area Coroner and be subject to the appointment and eligibility conditions within the [Coroners and Justice Act 2009 \(s.23 and Schedule 3\)](#).

Statutory Terms of the Appointment:

Once a Coroner is appointed they are then a Judicial Office holder until they reach the age of 70 years (compulsory retirement age) unless they choose to resign or are removed by the Lord Chief Justice or Lord Chancellor prior to their 75th birthday.

How to apply:

To request an application pack please e-mail: recruitment@rctcbc.gov.uk

Suitably qualified applicants are requested to email their CV and their supporting statement to [or upload their CV and complete the application form]:
recruitment@rctcbc.gov.uk

If you wish to have an informal discussion or arrange a visit, please contact Andrew Wilkins, Director of Legal Services and Lead Officer for the South Wales Central Coroner Area on 01443 424105. Alternatively, please email Director.Legal@rctcbc.gov.uk

Closing date: Friday 27th May 2022

Interview date: Thursday 1st September 2022

Notification

The vacancy for this post has been notified to the Chief Coroner and Lord Chancellor (as required by statute).

2. CORONER SERVICE INFORMATION

Area information

The South Wales Central Coroner Area includes an area of 2,484 square miles with a current population of approximately 1.38 million.

The number of deaths registered annually is 11,400 with approximately 3,500 cases (31%) referred to the Senior Coroner. Post mortem examinations are conducted at 3 Hospital Trusts by hospital pathologists. Both invasive and external examinations are performed and arrangements can be made for CT scanning with other Hospital Trusts. Forensic Pathologists also carry out examinations at the request of the Coroner. The Medical Examiner Service was introduced in 2021 and a number of referrals are received on a weekly basis. In 2021, 479 inquests were held (14%), of which 8 were held with a Jury and 1,612 post-mortem examinations (46%) were carried out.

The Coroner Area contains sections of the M4 motorway as well as several major A-roads, main rail lines and bus routes to/ from Cardiff. There are 2 prisons, both housing adult male prisoners.

There are 5 acute hospitals; Prince Charles Hospital, Princess of Wales Hospital, Royal Glamorgan Hospital, Royal Shrewsbury Hospital and University Hospital of Wales, as well as several community hospitals. There is an international airport and the area has a number of major sporting and entertainment venues including the Principality Stadium.

Daily Operations and accommodation

The service is located in dedicated accommodation, including offices and courts in Courthouse Street, Pontypridd. The Coroner's Courts are available Monday-Friday allowing inquests to be opened quickly with dates set for inquest hearings, usually within the required six months. The average time from opening to hearing is currently 52 weeks. This is an effect of the Covid pandemic. Under normal circumstances, the average time from opening to hearing is 25 weeks.

10 Coroner's Officers (including a Senior Coroner's Officer) are employed by South Wales Police and 1 Coroner's Officer is employed by Dyfed Powys Police. In addition there is a Coroner's Service Manager. The Senior Coroner, the Assistant Coroners and Coroner's Officers are supported by 7 administrative staff employed by Rhondda Cynon Taf County Borough Council.

Accommodation, contracts, tendering, finance and support staff are managed by the Coroner Service Manager, who is employed by the Council in the Legal Services Department.

All staff are co-located with the Senior Coroner.

The administrative support staff are responsible for answering incoming calls from the public on weekdays 8am – 4pm. (currently 9am – 1pm due to Covid restrictions)

The Area Coroner will be expected on occasion to be available out of hours (to be arranged with the Senior Coroner).

The Coroner team

The Area Coroner, who is an independent judicial-office holder works as part of the coroner team led by the Senior Coroner, alongside 8 fee paid assistant coroners, The Area Coroner is expected to be the nominated deputy in line with the Chief Coroner's guidance. The Area Coroner will provide cover when the Senior Coroner is unavailable due to leave, sickness, training etc and as additional support (by agreement with the Local Authority) in office and case work.

3. JOB SUMMARY

The Role of the coroner:

- Coroners are independent judicial office holders. When made aware that a body or bodies of deceased persons lie within the coroner area, the coroner is responsible for conducting investigations and holding inquests when required (with or without a jury) into deaths to determine **who** the deceased was, **when** and **where** the deceased came by his or her death and **how** that death occurred. A referral is made to the coroner when there is reason to suspect that:
 - i. The deceased died a violent or unnatural death;
 - ii. The cause of death is unknown; or
 - iii. The deceased died while in custody or otherwise in state detention.
- Conducting investigations of this kind will include where appropriate directing pathologists and others to determine these answers. Coroners also have a duty to produce Prevention of Future Death reports should an investigation give rise to concerns about future deaths occurring from the circumstances that caused the death. Coroners also deal with claims for treasure when required in accordance with statutory regulations and guidance.

The overview of the role of an area coroner:

- The area coroner supports the Senior Coroner in providing a high quality coroner service that puts the bereaved at the heart of the process. The Area Coroner deputises for the Senior Coroner when the senior coroner is absent and works with the Senior Coroner to ensure that the day to day running of the jurisdiction takes place to the highest standard. This includes preparing for any significant emergencies which may occur and [where appropriate] to be available to assist with 24 hour availability on a rota basis as well as holding regular team meetings and liaising with stakeholders. The Area Coroner will assist the Senior Coroner in submitting annual returns to the Chief Coroner and Lord Chancellor as and when required.

Area coroner Role Responsibilities and Assessment criteria

Assimilating and clarifying information

As an Area Coroner you will be expected to be able to quickly assimilate information to identify essential issues, seeking clarification where necessary so a clear understanding of this information is gained. This will include possessing the ability to explain legal and medical terms to people from non-legal or non-medical backgrounds.

Assessment criteria

- 1. Excellent analytical skills and a consistency of decision-making and administrative direction.**
- 2. Experience of legal work in the coroner jurisdiction (e.g. representing clients at inquest).**
- 3. The ability to explain complex terms to those from non-legal or non-medical backgrounds.**

Managing work effectively

A large amount of coronial work takes place outside of the court setting and therefore Area Coroners are expected to work effectively both in the office and whilst conducting court hearings. They will also assist the Senior Coroner in the management of work across the team as a whole. When sitting Area Coroners are required to run hearings efficiently to facilitate a fair conclusion, minimise delays and effectively deal with case management. Area Coroners must respond calmly and flexibly to changing circumstances and prioritise work effectively to make the most of available resources whilst taking in to account any budgetary considerations as appropriate. Area Coroners are committed to ensuring that any expenditure is reasonable and controlled and works to monitor this regularly with the Senior Coroner.

Assessment criteria:

- 4. An ability to prioritise work effectively to minimise delays.**
- 5. Able to work at speed and under pressure.**
- 6. Demonstrates resilience responding calmly and flexibly to changing circumstances.**
- 7. Is able to assist in managing and leading a team effectively.**

Working with others

An ability to work constructively with others whilst demonstrating an awareness of diversity and showing empathy and sensitivity in building relationships is required in this post. Area coroners must be able to constructively assist the Senior Coroner in leading members of the coronial team and interact well with bereaved families and external stakeholders (e.g. relatives, police officers, medical personnel, mortuary staff, Registrars, witnesses and the media). Where necessary they assist the senior coroner to engage with the local community, for example giving talks and seeking feedback and views.

Assessment criteria:

- 8. Must have knowledge of the extent to which cultural and religious requirements can be met within the constraints of coroner law and practice.**
- 9. An ability to drive the service and be receptive to new ideas, reforms and diverse needs.**
- 10. Treats people with respect, sensitivity and in a fair manner without discrimination; ensuring the requirements of those with differing needs are properly met.**

Communicating effectively

Area Coroners must be excellent communicators and have the ability to express

themselves clearly and authoritatively when required. They must be sensitive and, as far as possible, responsive to the needs and requirements of those who engage with the coroner service and also possess the awareness to manage their expectations of the coroner process. Area Coroners must be IT literate and able to provide clear directions to staff on coroner investigations whilst creating a safe, harmonious and effective working environment through co-operative working including supporting the Senior Coroner with holding team meetings.

Assessment Criteria:

- 11. Excellent verbal and written communication skills.**
- 12. Establishes authority and inspires respect and confidence.**
- 13. Remains calm and authoritative even when challenged.**

Exercising judgement

Area Coroners must demonstrate integrity and apply independence of mind to make incisive, fair and legally sound decisions.

Assessment criteria

- 14. Able to deal with emotionally charged situations that require sensitive handling and confident/positive judgement.**
- 15. Experience of conducting investigative enquiries including demonstrating clarity of thought in identifying issues relevant to the investigation.**
- 16. Reaches clear, reasoned decisions objectively, based on relevant law and findings of fact.**

Possessing and Building Knowledge

It is the responsibility of the Area Coroner to keep an up-to-date working knowledge of coroner law, practice and guidance. Coroners must undertake compulsory Judicial College and Chief Coroner training as appropriate. Area Coroners are expected to take part in local training as and when required.

Assessment criteria:

- 17. All applicants must be a barrister or solicitor or Fellow of the Institute of Legal Executives and satisfy the judicial-appointment eligibility condition which includes a requirement for the candidate to hold a relevant qualification, to have also gained experience in the law for a total period of at least 5 years *whilst holding that qualification* and be under the age of 70: paragraph 3 of Schedule 3.**
- 18. Thorough, up to date knowledge of legislation, case law and guidance relating to coroner's duties.**
- 19. Knowledge of structures and procedures of the police, in particular those relating to the investigation of sudden or suspicious deaths.**
- 20. Knowledge of the organisational structures of local government including an understanding of the challenges facing local government, both at present and in the future.**
- 21. Experience of holding inquests, including jury inquests.**
- 22. Previous experience as an area or assistant coroner**

Please detail your coroner experience and confirm the following:

- (a) how many days worked as coroner;
- (b) the nature of the work;
- (c) the division of time between office and court;

- (d) the extent of experience in completing Forms 100A and 100B;
- (e) the number and type of inquests conducted;
- (f) the number of long inquests and their subject matter; and
- (g) the number of Jury inquests conducted.
- (h) experience of digital case management systems.

4. SUMMARY OF TERMS & CONDITIONS OF THE AREA CORONER

The conditions of service applicable to the post are those set out in Schedule 3, Coroners and Justice Act 2009. The Area Coroner holds office on whatever terms are from time agreed by that Coroner and Rhondda Cynon Taf County Borough Council. The Area Coroner will not be an employee of the Council.

Salary

The annual salary for the post is £105,600 (from 1st April 2021)

Pension Scheme

You may join the Local Government Pension Scheme (LPGS) in accordance with any provisions relating to coroner appointments as applied to that scheme.

Hours of work

You will be expected, after discussion with the Senior Coroner, to be available out of hours.

You are normally expected to live within one hour's travelling distance of the office and to work on a daily basis during the week in the office provided.

Holiday entitlement

You will be expected to take an annual leave entitlement of 35 days.

Sick Pay

The Area coroner is entitled to full sick pay (subject to medical evidence) and the local authority will provide assistant cover during the period of sickness to meet the needs of the Area.

Payment of expenses

Expenses will be paid in line with the Council's expenses policy.

Indemnity

The Council will indemnify you for costs or damages in relation to legal proceedings in accordance with Regulation 17 of The Coroners Allowances, Fees and Expenses Regulations 2013.

Notice period

You may resign from office by giving notice in writing to the Relevant Authority, however the resignation does not take effect unless and until it is accepted by the authority.

Politically restricted post

This post is politically restricted under the terms of Schedule 3, paragraph 4 of the Coroners and Justice Act 2009.

The Guide to Judicial Conduct

You will comply with the standards as set out in the Guide to Judicial Conduct and other associated guidance.

5. RECRUITMENT AND SELECTION PROCESS

Applications

To apply for this position, you are required to submit a CV, a full supporting statement of up to two sides of A4 (no smaller than font 11). It is important that your supporting statement fully addresses the assessment criteria detailed in **bold** in the job summary section above.

In particular please demonstrate how you meet the following criteria:

- 1. Assimilating and clarifying information**
- 2. Managing work efficiently**
- 3. Working with others**
- 4. Communicating effectively**
- 5. Exercising judgement**
- 6. Possessing and Building Knowledge**

If you do not complete a full supporting statement, your application will be rejected. Please ensure you include your work, home and mobile contact numbers, home address and e-mail addresses where applicable. Please note that correspondence will be via e-mail unless otherwise stated. All correspondence and details provided will remain confidential.

Employment references

[References are to be dealt with in line with current local authority practices]

Please include the name, address and contact details for two references. Candidates should also state their relationship to the referee and at least one should be your current/most recent employer/head of chambers/relevant authority. References will be taken up for short-listed candidates.

Evidence of qualifications

Candidates will be required to bring evidence of their qualifications to the interview.

Employment checks

The successful candidate will be required to undergo the Council's pre-appointment medical screening.

Eligibility to work in the UK

Candidates must be eligible to work in the UK. The successful candidate will be required to provide original evidence of their eligibility to work in the UK.

Disciplinary proceedings and criminal convictions check

Due to the nature of the post, it is exempt from the Rehabilitation of Offenders Act 1974 and therefore any conviction, whether spent or unspent, must be declared. All applicants will be required to complete a declaration form when they attend for interview .

The successful candidate will be required to undergo a DBS check.

Applicants must specify in their application if they are the subject of any complaint or disciplinary proceedings by any professional body to which they belong (including personal conduct referred to the Judicial Conduct Investigations Office), and clearly state the salary or fee payable. Applicants will also be asked in interview to declare anything about themselves including in their past that might be an embarrassment to the Local Authority, the Chief Coroner or the Lord Chancellor particularly bearing in mind the basic set of guiding principles in the Guide to Judicial Conduct:

<https://www.judiciary.uk/publications/guide-to-judicial-conduct/>

Interview

You will be required to undertake a short presentation as part of the interview process.

Chief Coroner's role in the process

The Chief Coroner or his nominee will be providing advice to the Council throughout the recruitment process, in particular so as to ensure that the process is fully transparent and fair. Although the Chief Coroner or his nominee may be at the interviews they are not a member of the panel and as such have no role in scoring candidates or voting for a candidate.

No appointment may be made unless the Chief Coroner and the Lord Chancellor consent to it.

Once appointed a Coroner becomes and remains an independent judicial officer holder.

5. RECRUITMENT TIMETABLE

Suitably qualified applicants are requested to email their CV to:

recruitment@rctcbc.gov.uk

Closing date: 27th May 2022 at 12 noon

Interview invitations will be sent out: w/c 15th August 2022

Interview date: 1st September 2022

If you do not hear by 19th August 2022, please assume you have not been shortlisted.

The interview panel will be:

Graeme Hughes, Senior Coroner
Andrew Wilkins, Lead Officer (Relevant Authority) & Director of Legal Services
Louise Roberts, Coroner's Service Manager
Peter Cushion, Head of Employee Relations
Observing - Chief Coroner's Nominee

We are aiming for the successful candidate to take up post on 1st January 2023