

# Candidate Information Pack

## **ASSISTANT CORONER**

### Inner West London

Relevant Authority:

Westminster City Council

June 2022

**ASSISTANT CORONER FOR INNER WEST LONDON**  
**INFORMATION PACK**

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

## 1. ADVERT

### Assistant Coroner for Inner West London

**Salary – fee paid, £479 per day**

**Closing date: 29<sup>th</sup> July 2022**

Westminster City Council is seeking to appoint three new Assistant Coroners to support the Senior Coroner across the full range of coroner duties in order to deliver a high-quality coroner service to the people of Inner West London.

#### **About the post:**

Westminster City Council is looking for an exceptional candidate with excellent proven organisational, management and efficiency skills, as well as experience of exercising sound judgement and communicating effectively. You will work closely with the Senior Coroner to ensure value for money, performance and financial efficiencies.

You will be required to demonstrate knowledge and experience of coroner law and of basic medicine, 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.

The successful candidate will be required to carry out the duties and responsibilities of a 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.

These are fee paid positions although they are likely to involve a regular commitment, which is to be agreed between the Assistant Coroner, Senior Coroner and the Local Authority. You will be expected on occasion to be available to assist on an out of hours system.

It is a Coroner's personal responsibility (and not that of his/her clerk/secretary) to ensure that they sit when possible. The Chief Coroner and the Lord Chancellor would expect an Assistant Coroner to offer a minimum of 20 sitting days each financial year. However, it is recognised that there is a variance of workload in each area.

#### **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 which means they will have 5 years of experience *whilst* holding that qualification. They will be under the age of 75 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 75 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:**

If you wish to have an informal discussion or arrange a visit, please contact Hayley Davies, on 0207 641 1212.

**Suitably qualified applicants are requested to email their CV and supporting statement to [hdavies@westminster.gov.uk](mailto:hdavies@westminster.gov.uk).**

#### **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 Inner West London coroner area covers 4 London Boroughs, Westminster, Kensington and Chelsea, Wandsworth and Merton. It includes an area of 41 square miles with a current population of around 950,000 and attracts millions of tourists and commuters per annum. The Jurisdiction is bordered by the City of London and boroughs including Hammersmith & Fulham, Lambeth, Camden, Kingston Upon Thames and Brent.

The number of deaths reported annually is around 3,000 with approximately 500 cases (20%) ending up at Inquest. Post mortem examinations are conducted at Westminster Public Mortuary and at St George's Hospital by Independent and Hospital Pathologists.

Inner West London is a complex Coroner Area which includes the following relevant features:

1. 27 hospitals and clinics, including 2 out of the 4 Major Trauma Centres (St Mary's Hospital and St George's Hospital).
2. Wandsworth Prison, the largest prison in Western Europe with in excess of 1600 inmates
3. Mainline London Railway Stations, including Victoria, Clapham Junction, Charing Cross, Paddington and Marylebone.
4. 57 London Underground Stations
5. Lengths of the River Thames

### Daily Operations and accommodation

The service is located at dedicated accommodation at either the Inner West London Coroner's Court, 33 Tachbrook Street, Pimlico or the Westminster Coroner's Court, 65 Horseferry Road. The Court is available Monday – Friday allowing inquests to be opened quickly with dates set for inquest hearings, usually within the required six months. The administrative support staff are responsible for answering incoming calls from the public on weekdays from 8am to 4pm.

Eleven coroner's officers are employed by the Metropolitan Police. In addition there is a Coroner's Service manager. The Senior Coroner, the Assistant Coroners, the Court Service Manager and the Coroner's Officers are supported by two administrative staff employed by the Local Authority.

Accommodation, contracts, tendering, finance and support staff are managed by the Coroner's Service Manager, who is employed by the Local Authority.

All staff and Coroner's are co-located with the Senior Coroner at the Court Building in Tachbrook Street.

## 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 assistant coroner:**

- To support the Senior Coroner in providing a high quality coroner service that puts the bereaved at the heart of the process. This includes preparing for any significant emergencies which may occur and to be available to assist with 24 hour availability on a rota basis.

## **Assistant coroner Role Responsibilities and Assessment criteria**

### **Assimilating and clarifying information**

As an assistant 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 assistant coroners are expected to work effectively both in the office and whilst conducting court hearings. They are required to run hearings efficiently to facilitate a fair conclusion, minimise delays and effectively deal with case management. Assistant 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. Assistant 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.**

### **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. Assistant Coroners must work constructively with 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:**

7. **Must have knowledge of the extent to which cultural and religious requirements can be met within the constraints of coroner law and practice.**
8. **An ability to drive the service and be receptive to new ideas, reforms and diverse needs.**
9. **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**

Assistant Coroners must be excellent communicators. 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 process. Assistant Coroners must be IT literate and provide clear directions to staff on coroner investigations whilst creating a safe, harmonious and effective working environment through co-operative working.

### **Assessment Criteria:**

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

## **Exercising judgement**

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

### **Assessment criteria**

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

## **Possessing and Building Knowledge**

It is the responsibility of the assistant coroner to keep an up-to-date working knowledge of coroner law, practice and guidance. Coroners must also undertake compulsory Judicial College and Chief Coroner training as appropriate. Assistant coroners should take part in any local training as appropriate. Assistant Coroners are expected to take part in the on-going yearly assistant coroner appraisal scheme to build upon their knowledge and skills.

### **Assessment criteria:**

- 16. 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 75: paragraph 3 of Schedule 3.**
- 17. Thorough, up to date knowledge of legislation, case law and guidance relating to coroner's duties.**
- 18. Knowledge of structures and procedures of the police, in particular those relating to the investigation of sudden or suspicious deaths.**
- 19. Knowledge of the organisational structures of local government including an understanding of the challenges facing local government, both at present and in the future.**

### **Desirable criteria:**

- 20. Full current driving licence (unless disability precludes this) and use of a vehicle for work purposes.**

### **Previous Coroner Experience:**

If you have worked or currently work as a coroner it is important that you detail your coroner experience. Please can you confirm in your application 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 system.

### **4. SUMMARY OF TERMS & CONDITIONS**

The conditions of service applicable to the post are those set out in Schedule 3, Coroners and Justice Act 2009. The Assistant Coroner holds office on whatever terms are *from time to time agreed between the coroner and the relevant local authority*.

#### **Fee**

The post is fee paid and the current fee is £479 per day.

#### **Pension Scheme**

An Assistant Coroner may join the Local Government Pension Scheme (LPGS).

#### **Hours of work**

As these are fee paid positions the Assistant Coroner will work on days and times as agreed with the Senior Coroner.

You may be asked to participate in an out of hour's service, by agreement with the Senior Coroner. Assistant coroners should live within a reasonable commuting distance from the court or office they will be expected to attend.

#### **Holiday entitlement**

None (fee paid appointment).

#### **Payment of expenses**

Expenses will be paid in line with the Council's expenses policy. Reasonable expenses for attendance at Judicial Training (including travel expenses, accommodation where necessary and a normal sitting fee payable for each day of training) will be paid by the Local Authority.

## **Indemnity**

The Council will indemnify the Assistant Coroner 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**

The Assistant Coroner 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**

The Assistant Coroner 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, and 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**

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**

All appointments are subject to the consent of the Chief Coroner and the Lord Chancellor.

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

## **6. RECRUITMENT TIMETABLE**

Suitably qualified applicants are requested to email their CV and supporting statement to: [hdavies@westminster.gov.uk](mailto:hdavies@westminster.gov.uk)

**Closing date: 29<sup>th</sup> July 2022**

**Interview invitations will be sent out w/c 15<sup>th</sup> August 2022**

**Interview date: week commencing: 22<sup>nd</sup> August 2022**

**If you do not hear by 22<sup>nd</sup> August 2022 please assume you have not been shortlisted.**

**The interview panel will be:**

Professor Fiona Wilcox, Senior Coroner for Inner West London  
Martin Pyroyiannos, Manager Legal and Electoral Services  
A representative from Westminster City Council

**We are aiming for the successful candidates to take up post in September 2022.**