

# Candidate Information Pack

## **ASSISTANT CORONER**

## **MANCHESTER WEST**

Relevant Authority:



March 2026

**ASSISTANT CORONER FOR MANCHESTER WEST  
INFORMATION PACK**

1. Advert	page 3
2. Coroner Service Information	page 4
3. Job Summary	page 4 - 7
4. Summary of Terms and Conditions	page 7 - 8
5. Recruitment and Selection Process	page 8 - 9
6. Recruitment Timetable	page 10

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

## 1. ADVERT

### **Assistant Coroner for Manchester West**

**Salary – fee paid, £ 566.21 (full day), £283.11 (Half Day).**

**Closing date: 22<sup>nd</sup> March 2026 at 23:59**

Bolton Council is seeking to appoint three Assistant Coroners to support the Senior and two Area Coroners across the full range of Coroner duties in order to deliver a high-quality Coroner service to the people of Bolton, Salford Wigan and Leigh.

**Successful candidates will be required to attend a mandatory Assistant Coroner Induction training course on 1-2 December 2026 and a follow up course in June 2027 (date to be confirmed).**

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

Bolton Council is looking for three exceptional candidates 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 and two Area Coroners to ensure the running of an efficient Coroner service that puts the bereaved at the heart of its service.

You will be required to demonstrate knowledge and experience of Coroner law and have experience 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 candidates 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.

Assistant Coroners are required to sit a minimum of 20 days a year. 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.

#### **Who can apply:**

The successful candidates 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:**

The candidate pack is available here:

If you wish to have an informal discussion or arrange a visit, please contact Mr Peter Sigee HM Area Coroner 01204 338 799.

**Suitably qualified applicants are requested to apply through [www.greater.jobs](http://www.greater.jobs) Or follow hyperlink above) submitting their CV and supporting statement (which should include disclosure of any convictions or disciplinary proceedings).**

#### **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 Manchester West Coroner area includes an area of 167 square miles with a current population of around 943,000. It includes the areas of Bolton, Salford, Wigan and Leigh. Bordering coronial areas include: Manchester South, Manchester North, Manchester City, Lancashire and Blackburn with Darwen and Sefton, Knowsley and St Helens.

Manchester West is an area of high complexity, including a number of Hospital Trusts, HM Prisons, mental health institutions and private care homes. It is a very busy challenging area. There are two HM Prisons within the Manchester West area, HMP Forest Bank, one of the largest prisons in the country with circa 1500 inmates as well as HMP Forest Bank YOI. HMP Hindley, one of the very few prisons in the country privately run, requiring additional scrutiny of deaths. HMP Hindley has two components. HMP Hindley and HMYOI Hindley with a total population of 700.

The number of deaths registered annually is 8881 with approximately 2987 cases (34%) referred to the Senior Coroner. Post-mortem examinations are conducted at three Hospital Trusts by hospital pathologists. Manchester West utilises a CT scanning service initially prior to considering whether an invasive post-mortem is required. The three mortuary locations are Royal Bolton Hospital, Royal Albert and Edward Infirmary (Wigan) and Salford Royal Hospital. In addition to the three Hospital Trusts, forensic Home Office approved post-mortems are conducted at Royal Oldham Hospital with additional specialist reports (neuropathological, paediatric and non-invasive scanning) and Paediatric post-mortems carried out at the Royal Manchester Children's Hospital. In 2024, 754 inquests were held (25%) and 1746 post-mortem examinations (58%)

The Coroner area contains sections of motorways as well as several major A-roads, main rail lines.

The jurisdiction works with the following Trusts who all have a number of areas of specialism

- Salford NHS Trust
- Bolton NHS Trust
- Wrightington, Wigan and Leigh NHS Trust
- Greater Manchester Mental Health NHS Trust
- Private Hospitals

### **Daily Operations and accommodation**

The service is located in dedicated accommodation in Paderborn House, Bolton. There are currently four court rooms within the same building. The coroner's court is 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 21 weeks.

14 Coroner's Officers are employed by Bolton Council and 7 Coroners Officers employed by Greater Manchester Police. In addition, there is a Coronial Service Manager and Deputy Service Manager. The Senior Coroner, the Assistant Coroners and Coroner's officers are supported by 3 administrative staff employed by Bolton Council.

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

All staff are co-located with the Senior Coroner.

The administrative support staff are responsible for answering incoming calls from the public on weekdays 8.30am – 4pm except Bank Holidays.

## **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 and two Area Coroners 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.

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

As with other Judicial roles the Judicial Skills and Abilities Framework 2025 [JSAF 2025 230725](#) outlines the essential skills and competencies expected of judicial office holders, aiming to enhance recruitment and development processes within the judiciary. It will be helpful to read the as the JSAF has been drafted by judges, for judges and prospective judges to enable them to evidence their experience and suitability for judicial office. The JSAF highlights the key skills that all judicial office holders or prospective judicial office holders should demonstrate across their application or career.

The specific assessment criteria for coroners is set out below:

### **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.**

In relation to each competency, please provide specific, examples and instances which demonstrate the relevant competency. Generalised assertions, such as 'it is my practice to...' or 'I generally/always do x, y or z' or 'I have the following general skills' do not assist the sifting panel in determining if the competency has been met.

### **Desirable criteria:**

- 20. Full current driving licence (unless disability precludes this) and use of a vehicle for work purposes.**
- 21. Experience of involvement with detainees in Prison/Young Offender Institution/Mental Health Facilities/HSE and resulting law and practice**

### **Other Judicial Appointments:**

Please include details of any other judicial appointments held.

## **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 Bolton Council. You will not be an employee of the Local Authority. The Assistant Coroner is expected to accept the position on the basis of the terms and conditions of service as set out in a memorandum of understanding (detailed below).

### **Fee**

The post is fee paid and the current fee is £566.21 per day or half day rate of £283.11.

### **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.

### **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.

The Assistant Coroner will be expected to give three months' notice of retirement or resignation to enable the Council to put in place cover arrangements.

You must resign your office should you become a Councillor within the administrative area of Bolton Council, Salford Council or Wigan Council.

### **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.

In relation to each competency, please provide specific, examples and instances which demonstrate the relevant competency. Generalised assertions, such as 'it is my practice to...' or 'I generally/always do x, y or z' or 'I have the following general skills' do not assist the sifting panel in determining if the competency has been met.

### **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 in your application from the outset.

All applicants will be required to complete a declaration and undertaking 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).

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:

[Guide to Judicial Conduct – Revised July 2023 - Courts and Tribunals Judiciary](#)

### **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**

### **Pre-appointment Medical**

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.

### **Interview**

You will be required to undertake a written test as part of the interview process. You will be provided with the questions on the day, and you will be required to present to the interview panel the rationale

for your responses.

### **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 officer holder.

### **6. RECRUITMENT TIMETABLE**

Suitably qualified applicants are requested to apply using the Bolton Council Jobs website, attaching their CV to their application, along with their supporting statement.

**Closing date:** 22<sup>nd</sup> March 2026 at 23:59

**Sift return date:** Monday 30<sup>th</sup> March 2026

**Interview invitations will be sent out:** W/C 20<sup>th</sup> April 2026

**Interview date:** 7<sup>th</sup> and 8<sup>th</sup> May 2026

#### **The interview panel will be:**

HMSC Mr Timothy Brennand  
HMC Mr Peter Sigee  
Mrs Ruth Whittingham, Borough Solicitor  
Mrs Francesca Rowbotham, HR Manager

**We are aiming for the successful candidate to take up post in September 2026.**

**Successful candidates will be required to attend a mandatory Assistant Coroner Induction training course on 1-2 December 2026 and a follow up course in June 2027 (date to be confirmed).**