

JOB SUMMARY

Post Title	H.M. Coroner's Officer						
Job Family	<i>Business Support</i>	Pay Range	<i>7</i>	Line Manager to others?	<i>No</i>	Role profile ref	<i>BS07</i>
Service Area	<i>Neighbourhoods – Coroners Service</i>						
Line Manager	<i>Kevin Winchcombe - Coroners Services Manager</i>						
Location	<i>H.M. Coroner's Offices Seaclose Newport</i>						

Job Purpose

To provide support to HM Senior Coroner for the Isle of Wight during her investigation process for deaths that fall under the jurisdiction of s.1 of the Coroners and Justice Act (2009).

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To process referrals from multi agencies.
- Prepare and maintain accurate records and reports related to case investigations. Gather evidence to assist H.M. Senior Coroner in establishing the identity of the deceased to include formal identification of the body as required.
- Provide empathetic and informed support to bereaved families.
- In consultation with the H.M. Senior Coroner, open inquests.
- Ensure that post-mortems are undertaken in a timely manner under the direction of HM Senior Coroner.
- Ensure adequate information is provided to H.M. Senior Coroner to facilitate the release of the body to the person legally entitled.
- Inform and provide guidance to interested persons and other agencies/professionals as appropriate.
- Collate and record evidence and produce a case file, witness lists, and disclosure bundles as required.
- Assist in preparing and administering court proceedings for inquests as required.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience within the relevant working environment.	<i>Practical experience of working in a Coroners Service providing support to H.M. Senior Coroner</i>		D
Extensive working knowledge of relevant processes and systems.	<i>Have a good working knowledge of and working with databases.</i>	E	
Knowledge of the service provided in own area.	<i>A knowledge of the process relevant to supporting of H.M. Senior Coroner in her investigations for deaths that fall under the jurisdiction of s.1 of the Coroners and Justice Act (2009).</i>	E	
ICT skills including use of Microsoft applications.	<i>The ability to accurately produce letters, files and spreadsheets.</i>	E	
Good verbal and written communication skills.	<i>The ability to create accurate written reports, take and administer statements.</i> <i>The ability to deal with bereaved families in a sympathetic but assertive manner.</i>	E	

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Numerate and accurate with attention to detail.	<i>Demonstrate ability to identify and correct errors.</i>	E	
Understanding of how to deal with customers appropriately.	<i>Ability to act in a sensitive manner and be able to be assertive to ensure deadlines are met.</i>	E	
Proven ability to plan and prioritise workloads and achieve deadlines.	<i>Can demonstrate the ability to own workloads depending on the office priorities.</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 3 standard or able to demonstrate equivalent experience.	<i>Level 3 qualification in a relevant field or able to demonstrate equivalent experience gained from working with the Coroners Service</i>	E	
Other Requirements			
Ability to work Flexibly to meet the needs of the service			
Own your car and have a full driving licence			
May require relevant certifications including evidence of fluency in English language.			
May be required to undertake additional duties as commensurate with your grade			
Organisation Structure (optional) Service Manager H.M. Senior Coroner's Officer 4 x H.M. Coroner's Officer (1 part time) H.M. Coroner's Officer - Bank Administrative Officer - Bank Court Officer			