



<b>Role Title</b>	Coroner's Officer	<b>Reporting to</b>	Senior Coroner's Officer
<b>Section</b>	HMET	<b>District/Department</b>	Protective Services, Crime
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 6

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To deliver an effective and efficient Coronial service and in doing so, to provide an essential liaison between HM Coroner, relatives of the deceased and other agencies involved in dealing with sudden, violent or unnatural deaths.
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<b>Key outputs for role –</b>	
<ol style="list-style-type: none"><li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li><li>2. Receive, record and process reports of deaths after assessing and ensuring that they fall within the jurisdiction of HM Coroner and complete organ donation requests. At the request of the Duty SIO, and in conjunction with internal and external customers, attend the scene of death to investigate the circumstances, arrange identification of the deceased and maintain continuity throughout the investigation.</li><li>3. Organise post mortems, make requests for toxicology, human tissue retention and disposal, and transfer of the deceased in a timely manner to prevent delays to enquiries and funeral procedures. At the request of the Duty SIO, attend post mortems in person to enable a full briefing to HM Coroner on the circumstances.</li><li>4. Initiate contact with the next of kin, relevant medical practitioners and other agencies/organisations in order to provide a full and comprehensive summary of each death to enable HM Coroner to discharge their duties. Obtain statements and relevant documentation from witnesses, relatives and other interested parties in order to prepare and present reports for Coronial procedures, identifying and resolving, where possible, any discrepancies, ensuring accuracy in documentation.</li><li>5. When there are no alternative arrangements, supervise all aspects of Coroner's Court; including dealing with witnesses, jurors and relatives to ensure it runs efficiently and effectively; the aim being to ensure that Coronial Court procedures are met.</li><li>6. As directed by the Senior Coroner's Officer, deliver training and awareness in relation to the core functions of the Coroner's Service with internal and external partners. As directed by the Senior Coroner's Officer, attend training, which includes that provided by the Chief Coroner.</li><li>7. Assist/prepare in the timely completion of case files for Inquests held by HM Coroner, where appropriate attending Court in your professional capacity as a Coroner's Officer.</li><li>8. Ensure IT systems are updated and maintained in a timely manner, in order to maintain an auditable record of all activity relating to all reports of deaths, that fall within the jurisdiction of HM Coroner.</li></ol>	

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"><li>• Responsibility for handling all deaths and inquests within the jurisdiction of HM Coroner.</li><li>• To provide an on-call 24 hour rota service</li><li>• Compliance with Force Health and Safety Policy and Procedures</li><li>• Contributing towards the Force achieving its confidence and satisfaction targets</li></ul>

### **Work/Business contacts**

**Internal:** All employees.

**External:** HM Coroner, Social Services, Press, Registrar's Office, Medical Practitioners, Pathologists, HSE, Fire Service, Crown Prosecution Service staff, Magistrates and Crown Court staff, Local Authority Staff, members of the public, police and support staff of other forces, hospital staff.

### **Expertise in Role Required (At selection - Level 1)**

#### **Essential or Desirable**

- | Expertise in Role Required (At selection - Level 1)   | Essential or Desirable |
|---|------------------------|
| • Has experience of working successfully in an environment requiring sensitivity, tact and diplomacy  | Essential              |
| • Has a basic knowledge of and is able to use computer packages such as Microsoft Office  | Essential              |
| • Can demonstrate experience in the preparation of detailed files or reports  | Essential              |
| • Has experience of obtaining and recording information from members of the public  | Desirable              |
| • Previous experience of working in a public service environment  | Desirable              |
| • Can demonstrate an understanding of the responsibilities of the Office of HM Coroner, its jurisdiction, relevant aspects of the Human Tissue Act and the Human Rights Act | Desirable              |

### **Other (Physical, mobility, local conditions)**

- |   |           |
|---|-----------|
| • Has a full current UK/European Driving Licence                                | Essential |
| • Has access to a motor vehicle and is prepared to use it for business purposes | Essential |
| • Prepared to work flexible hours to suit the requirements of the unit          | Essential |
| • Available for 24 hour call out rota   | Essential |
| • Emotional resilience to deal with grieving relatives                          | Essential |

### **Expertise in Role - After initial development - Level 2**

- Has a basic knowledge of all relevant departmental and force procedures and practices
- Has a basic knowledge of systems and procedures of the department and how it fits within the wider Force
- Has a basic knowledge of the Criminal Justice System
- Has attended all mandatory training inputs provided by the Chief Coroner
- Has developed a basic knowledge of medical terminology
- Has developed effective working relationship with HM Coroner
- Has successfully taken statements to the required standard
- Has successfully recorded deaths that fall within the jurisdiction of HM Coroner

### **Structure**

SENIOR CORONER'S OFFICER

CORONER'S OFFICER

## **PART B – COMPETENCIES & VALUES**

### **Competency and Values Framework –**

[http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing\\_4.11.16.pdf](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf)

Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

### ***Expertise in Role (Advanced - Level 3)***

- Has a detailed knowledge of all relevant departmental and force procedures and practices
- Has a detailed knowledge of systems and procedures of the department and how it fits within the Force
- Has a detailed knowledge of the Criminal Justice System and Coroners Act
- Is recognised as an expert source of information on matters related to the work of the department
- Has a detailed knowledge of medical terminology
- Has assisted in completing and submitting files to the required standard

## PART D - ACCESS & VETTING

<b><i>Standard IT Access</i></b>	Default
<b><i>Police Building (Perimeter and Zone access)</i></b>	Perimeter Access to Police Buildings where based
<b><i>Vetting Level</i></b>	Management Vetting
<b><i>Date accepted as a role profile</i></b>	2016