

JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Adult Care & Community Wellbeing	Job Ref Number: 03839
Service Area: Registration, Celebratory and Coroners Service	Grade: G7
Job Title: Coroners Officer	
PURPOSE OF JOB:	
<ul style="list-style-type: none"> • To assist the HM Coroner in investigating deaths referred to the Greater Lincolnshire Coroners Area. The role will support bereaved families through the coronial process and liaise with medical professionals, mortuary staff, police officers, pathologists, funeral directors and other agencies on a day-to-day basis and undertake other duties associated with coronial work in delivering a 24/7 365 day service. 	
TEAM STRUCTURE:	
<pre> graph TD A[Coroners Services Manager] --- B[Coroners Supervisor] B --- C[Coroners Officer] </pre>	
MAIN DUTIES:	
1	To undertake all aspect of Coroners Officer work within the Greater Lincolnshire Coroners Area making recommendations to the HM Senior Coroners to enable a judicial decision to be made.
2	To act within the scope of coronial law, including the Coroners and Justice Act 2009, the Coroners (Investigations) Regulations 2013, the Coroners (Inquests) Rules 2013, the Police and Criminal Evidence Act 1984 and other relevant statutory provisions and case law and under the guidance of the Local Authority, the HM Senior Coroner and Chief Coroner.
3	To make enquiries into referred deaths so as to be able to report to the Coroner in all cases, this may include investigations, inquests and post mortems, in order that the Coroner may make the judicial decision.

4	To arrange where appropriate, the transfer of the body to the mortuary and its return providing a timely, efficient, and effective delivery service.
5	To gather relevant medical and supporting information to determine the type of post mortem and make recommendations to the HM Senior coroners to authorise a post mortem examination.
6	To compile for the HM Senior Coroner, case files for an inquest hearing, to includes exhibits, reports and statements. Attend Coroners Court when required.
7	To attend the scene of a death, hospital, mortuary or funeral director where necessary and appropriate to assist in the investigation and identification of the deceased.
8	Support and participate in the training and development requirements of both new and existing coroners staff to ensure a highly trained, customer focused and competent workforce exists.
9	To record and utilise information on the electronic database/system to ensure a full and effective electronic case management system is maintained.
10	To explain each step of the coronial process to the next of kin or bereaved family members keeping them informed of progress. Early information and early explanation should be provided in all cases in line with the Chief Coroner's Checklist of Notifications to Personal Representatives and Other Persons.
11	Provide a high standard of customer care to both bereaved families and external stakeholders throughout all aspects of the work. Ensuring compliance at all times with coronial law and procedures, coronial standards, confidentiality, and timescales.
12	To communicate effectively with members of the public and stakeholders with sensitivity and compassion, particularly bereaved family members.
13	To liaise between the HM Coroner and medical staff on requests for organ removals and donations in line with the Human Tissue Act and related legislation and guidance
14	The post holder will be part of a team which delivers a (24/7) 365 day per year service, covered by an out of hours rota.
15	The postholder will be based from an allocated office and will be required to travel to work from other offices across Greater Lincolnshire to meet the service need. There is the ability for hybrid working in line with Council Policy.
16	Contribute positively to the overall improvement and development of the service and operate in line with the Councils Code of Conduct and local scheme.
17	Gather the required information in line with the 1953 Births and Deaths Registration Act in order to facilitate a death registration taking place at the end of the coronial process.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Educated to NVQ Level 4, or an ability to demonstrate equivalent knowledge and skills.	A	E	
Experience of customer service and developing positive working relationships via excellent personal, social and communication skills and a flexible approach to working.	A/I	E	
Excellent communication skills, having the ability to work effectively with colleagues at all levels, both verbally and in writing, including those working internally as well as those within external partners	A, I	E	

It is desirable for the post holder to have a working knowledge of the requirements and recommendations of the Coroners and Justice Act, Coroners and Bereavement Services and the statutory duties associated with death registration would be beneficial. Working knowledge of current legislation and the ability to demonstrate the implementation of processes for new legislation is also desirable.	A, I		D
Experience of working in a large public or private sector organisation.	A/I		D
The ability to have an enquiring mind and natural inquisitiveness. Investigative, and/or audit and commissioning experience is desirable.	A, I	E	
Knowledge of medical, legal practices and terminology.	A, I		D
Ability to work under pressure as handle challenging situations	A		D
Ability to manage a wide network of business relationships e.g. police, funeral directors and health care professionals.	A, I	E	
To have proven skills in taking a methodical approach to investigations with an enquiring mind.	A,I	E	
Demonstrates an attention to detail.	A, I	E	
Knowledge of equal opportunity issues.	A, I	E	
Experience and competence in the use of IT systems and Windows based software packages is essential.	A, I	E	
Ability to work as part of a team	A	E	
The ability to demonstrate effective time management is essential.	A	E	
To lead by example, visible in doing so, and promotes their work as part of a "one council" approach.	A	E	
Experience of dealing with central government & Local services – e.g LAs, DHSC, Ministry of Justice, NHS, Police & EMAS	A/I	E	
A full driving license	A	E	
*A = Application form T = Test/Assessment I = Interview P = Presentation			

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.