JOB SUMMARY

Post Title	***Coroners Officer***						
Job Family	*Business Support*	**Pay Range**	*8*	**Line Manager to others?**	**No**	**Role profile ref**	*BS08*
Service Area	*Coroner Service, Adult Social Care and Housing Needs*						
Line Manager	*Coroner Services Manager*						
Location	*Seaclose Offices/ County Hall – Newport, Isle of Wight*						

Job Purpose

To provide full support service to HM Coroner for the Isle of Wight in respect of sudden, violent and unnatural deaths and treasure finds.

To investigate sudden, violent, suspicious, unnatural and other reportable deaths

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

- Assess reports of sudden, violent, suspicious, unnatural and other reportable deaths in accordance with the Coroner's directions, keeping the Coroner informed as required
- Provide support for bereaved families and witnesses
- Gather information, including social and medical history, to create and progress cases
- Collate and gather evidence from a wide range of agencies, including taking statements and gathering information from relevant parties for the attention of the coroner
- Ensure the appropriate handling and storage of case files
- Maintain the record management system and prepare and complete all necessary paperwork
- Liaise with pathology services, police, medical personnel and other agencies as required to a high standard
- Provide support for bereaved families and witnesses
- Coordinate inquest hearings, including summoning and warning witnesses and dealing with official paperwork following proceedings
- Prepare case files for the Coroner prior to Inquest hearing and attend the court to present evidence as required
- Prepare disclosure and provide guidance for interested parties where appropriate
- Investigate deaths abroad whenever the deceased has been repatriated to the Coroner's area
- Investigate and liaise with local museum services and the British Museum on the finding of Treasure articles to ascertain rights of ownership
- To work with and assist the Coroner and Coroner's Service Manager in ensuring an effective coroner's service is provided to the public through excellent customer care, and administrative support and ensuring the service operates professionally, legally and efficiently
- Perform any other duties commensurate with the grade and responsibilities of the post as directed by the line manager.

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.	*Practical experience of working in a coroner's service providing support to the coroner.*		**D**
	Able to consolidate various sources of information to inform judicial decision making based on a clear ability to follow legal process.	**E**	
	Able to demonstrate an extensive knowledge of the specialist processes		**D**

Extensive working knowledge of relevant processes and systems.	*and procedures, providing clear information to multiple people and organisations and able to consider and outline different options.*		
	Able to provide accurate, understandable and timely information.	**E**	
Considerable knowledge of the service provided in own area.	*Can demonstrate an understanding of the specific investigative support required within the Coroners Service.*	**E**	
	Able to prepare complex and sensitive documents (e.g. court files and bundles), utilising thorough research and investigation.	**E**	
Strong ICT skills including use of Microsoft applications.	*Evidence the ability to accurately produce letters, files and spreadsheets.*	**E**	
	Demonstrable ability to use databases and case management systems effectively including running reports as required.	**E**	
Good verbal and written communication skills with the ability to explain information in a way that a non-specialist can understand.	*Able to create accurate written reports, take and administer statements.*	**E**	
	Able to deal with bereaved families in a sympathetic and supportive manner signposting to further support as required.	**E**	
	Able to manage expectations of multiple people and organisations, building robust relationships.	**E**	
Good planning and organisational skills.	*Able to plan and organise a conflicting workload in a time sensitive environment.*	**E**	
Numerate and accurate with attention to detail.	*Able to identify and correct errors, reviewing regularly to ensure accuracy.*	**E**	
Understanding of how to deal with customers appropriately.	*Ability to act in an appropriate and sensitive manner, whilst being assertive to ensure deadlines are met.*	**E**	
	Able to alter how information is delivered to be specific to the individual.	**E**	
Proven ability to prioritise workloads and achieve deadlines (both by self and with others).	*Able to self-manage workload and prioritise where necessary, distinguishing those tasks which are urgent and escalating complex issues effectively and in a timely manner.*	**E**	
Qualifications			
Role Profile requirements.	**Job specific examples.** (if left blank refer to left hand column)	**Essential**	**Desirable**
Educated to level 4 standard or able to demonstrate equivalent experience.	*Level 4 qualification in a relevant field or able to demonstrate equivalent experience gained from working with the coroner service*	**E**	
Other Requirements			
Minimum intermediate computer literacy with relevant qualification or experience.			
May require relevant certifications including evidence of fluency in English language.			