

Job Description

Team Manager – Coroner’s Office

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Team Manager – Coroner’s Office	JEID	T4084
Salary Grade:	K		
Team:	Coroner’s Office		
Service Area:	Legal Services		
Primary Location:	Warwickshire Southern Justice Centre, Leamington Spa		
Political Restriction	This position is not politically restricted.		
Responsible to:	Legal Service Manager (Corporate)		
Responsible for:	5 FTE		

Role Purpose

To provide line management to the Coroners Officers and carry out Coroner Officer activities on behalf of the Coroner for Warwickshire. To provide onsite liaison with the Coroner for Warwickshire.

Role Responsibilities

- To be responsible for the daily co-ordination of the Coroners Officers team and workload.
- Allocate work to ensure it is handled by the most appropriate member of staff in line with their knowledge, health and wellbeing, and the requirements of the Coroner. Balance and monitor workloads to ensure resilience and optimum performance.
- Perform all team management functions including YourHR, Appraisals, 121s, recruitment, training, coaching, educating and mentoring team members and motivating the team.
- To act within the scope of Coronial Law, including the Coroners and Justice Act 2009, the Coroners (Investigations) Regulations 2013 and the Coroners (Inquests) Rules 2013 and other relevant statutory provisions and case law. To comply with the Chief Coroner’s written advice and guidance, ensuring compliance with the Human Tissue Act 2004

- To be the key liaison with the Coroners, Police, NHS and other partners.

The Legal Service Manager (Corporate) and his/her nominated representative may revise the work undertaken by the postholder after discussion with him/her to ensure the role suits the needs of the service.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Team Manager – Coroner’s Office
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Main Tasks

Support the team with Coroner Officer activities on behalf of the Coroner, including:

- To receive reports of deaths which are referred to the Coroner, obtain accurate details ensuring the correct cause of death has been registered and formal identification of the body is completed in an ethical and empathic manner.
- To make inquiries of each death so as to be able to report to the Coroner in all cases, so that the coroner may make the Judicial decision whether (a) to request a post – mortem examination, (b) to notify the local registrar of births and deaths that it is not necessary to carry out further investigation into the death, or (c) to commence an investigation into the death.
- To arrange for a post-mortem examination, whether by a pathologist or by way of imaging as and when requested by the Coroner. To provide the pathologist with relevant information, ensuring relevant samples are dispatched to the appropriate laboratory, preserving the integrity of exhibits
- To maintain contact with the Next of Kin on behalf of the Coroner and thus ensure smooth progress of the Coroners functions in relation to the death of their relative.
- If an investigation or Inquest is commenced, to collect and secure evidence (including by way of taking telephone witness statements) on the Coroner’s behalf and to create an investigation case file.
- To complete other tasks as directed including making arrangements for transfers of investigations in or out of the coroner area as directed obtaining information for the Coroner for Out of England orders, and other similar tasks at the direction of the Coroner.
- To arrange for dates of the opening of the inquest, the inquest hearing and any pre inquest hearings as required by the Coroner. To prepare for the Coroner, where required a case for an inquest hearing, ensuring a jury is available if necessary, and liaison with witnesses and interested parties are available for hearings. To coordinate and attend all or part of the inquest hearing, if so directed.
- To record all actions taken in relation to a case on a case management system.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Good general standard of Education.	A, I, D
Significant experience as a Coroners Officer.	A, I
Proven working knowledge of the legislation, policies, systems relating to coronial functions.	A, I
Competent in the use of IT including Microsoft packages or equivalent and Civica	A, I
Good management or supervisory skills and ability to schedule, allocate and monitor workflow priorities. Planning business and workforce development over the short and long term.	A, I
Sound investigative and analytical skills applicable to complex facts.	A, I
An organised and methodical approach; ability to assess and deal with priorities and urgent demands.	A, I
Ability to motivate, develop and performance manage team members.	A, I
Ability to work as part of a team and on own initiative.	A, I
Good verbal and written communication and interpersonal skills with varied audiences, including grieving family members	A, I
Ability and desire to deal in partnership with internal and external colleagues and partner bodies.	A, I
Ability to negotiate.	A, I

Desirable Criteria

Assessed By:

Management or supervisory experience	A, I
Experience of working in a local authority or other public sector organisation.	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☐ Face-to-face contact with members of the public
☒ Other (please specify):	Exposure to traumatic material and working with bereaved families

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what
we say



move with
purpose
and energy



focus on
solutions



help people
and
communities
to find their
own solutions



build strong
working
relationships



be the
best we
can be