

**Manchester City Council
Role Profile**

**Area Coroner for Manchester (City) District
City Solicitor's Division, Chief Executive's Department**

Key Role Descriptors:

The role holder will support the Senior Coroner to deliver a high quality coronial service within the Manchester (City) District

The role holder will support the Senior Coroner on the strategic direction of the service and in line with the expectations set down by the Chief Coroner.

Deputise for the Senior Coroner, as required, and covering the full range of duties and responsibilities in accordance with the Coroners and Justice Act 2009, guidance issued by the Chief Coroner and locally agreed practice.

Key Role Accountabilities:

Support and work closely with the Senior Coroner to provide a high quality coroner service in accordance with the requirements of the Coroners and Justice Act 2009 and other statutory provisions and associated guidance issued by the Chief Coroner.

Be sensitive and responsive to the needs and requirements of those who engage with the coroner service, including the bereaved, witnesses, the media, police and other interested persons in the process.

Ensure that the service takes full account of the ethnic and cultural diversity of the population within the Coroner's area and seeks to be responsive to the varying religious and cultural needs of their diverse communities.

Work co-operatively with the City Council at all times to deliver the highest possible quality of service and to ensure that, wherever possible, the diverse needs of the community are met. This will include the urgent release of bodies to meet the expectations of the diverse faiths as far as is compatible with the relevant law and liaison with other stakeholders.

Support the Senior Coroner to organise the delivery of the coronial service in an efficient and effective manner, having full regard to the statutory requirement of the coronial service along with the financial and budgetary constraints associated with public sector funding.

Make enquiries and if necessary investigate the circumstances of the deaths of all persons whose bodies are lying within the Coroner's area where he/she has reason to suspect that the death was violent or unnatural or took place in custody or other state detention, where the cause of death is unknown.

Decide whether a post mortem examination or other form of non-invasive examination is necessary and, if so, to give directions to a suitable practitioner.

Hold an inquest with or without a jury, where he/she is satisfied that one is required in accordance with Section 6 of the Coroners and Justice Act 2009.

Notify, as appropriate, the relevant Registrar of Deaths of the findings of the inquiries, or, if no inquest is held, of the fact that the death reported does not need to be subject to an inquest.

Pay the relevant fees and allowances to witnesses and jurors, and to submit accounts to the Senior Coroner.

Support the Senior Coroner to make annual statistical and other returns as required, to the Chief Coroner and Lord Chancellor in connection with the inquests held and deaths he/she has enquired. Notify the Chief Coroner of investigations which have not been concluded or discontinued within a year of the Senior Coroner being made aware of the death (s16 CJA).

Support the Senior Coroner and in liaison with other key stakeholders, to ensure that the coronial service has planned for and is prepared for any significant emergencies which may occur or affect the coronial area and which are in excess of the day to day resource and capacity of the local service.

Deal with claims for treasure, in accordance with the statutory regulations.

Undertake any relevant training and development as required and ensure the training and development of those under his/her supervision.

Support the Senior Coroner to manage the relationship between Local Authority Officers and Coroner's Officers located at the Coroner's Court to ensure a safe and harmonious working environment and promote the Council's values in the performance of all aspects of their role.

Provide Local Authority Officers and Coroner's Officers with relevant and appropriate coronial advice and training as required.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Area Coroner

Key Competencies and Technical Requirements

Key Competencies

Essential

- Excellent analytical, decision making and administrative skills
- Ability to deal with emotionally charged situations that require sensitive handling and confident/positive judgement.
- Excellent interpersonal skills demonstrating the ability to deal with the bereaved and those under great stress with tact, diplomacy and compassion
- Speaks fluently and writes articulately, expresses information and key points of an argument clearly, undertakes public speaking with skill and confidence; projects authority and credibility
- Ability to distil complex medical, legal and other technical information into a format easily understood by all.
- Ability to work in and manage conflict/sensitive situations involving competing personal and organisational priorities, with a wide range of stakeholders.
- Ability to and experience of regularly reviewing and challenging processes to ensure standards are always maintained and systems remain efficient.
- Must be able to recognise discrimination in its many forms and willing to put the Council's Equality and Diversity Policies into practice.
- Demonstrates excellent judgement skills under competing priorities and pressure.

Desirable

- Effective budget and resource management within an organisation.
- Ability to assist the Senior Coroner in service strategy and steer the service through change and challenge to achieve positive outcomes.
- Ability to lead and inspire a multi-agency and multi-disciplinary team to deliver excellence.

Technical requirements

Essential

- Applicants must be a barrister, solicitor or fellow of CILEX and satisfy the judicial-appointment eligibility condition on a 5 year basis and be under the age of 70.
- Thorough, up-to-date knowledge of legislation relating to Coroner's duties, including particularly the law of evidence, the administration of the legal system and the procedures of courts.
- Knowledge of the extent to which cultural and religious requirements can be met within the constraints of Coronial law and practice.
- Either worked as a Senior Coroner, Area Coroner or Assistant Coroner in a busy coronial Area, or can demonstrate and evidence significant equivalent experience such as advocacy in multi-handed jury inquests involving human rights.
- Experience of conducting investigative enquiries including demonstrating clarity of thought in identifying issues relevant to the investigation.
- Experience of analysing complex situations resulting in clear decisions and positive outcomes.
- IT literacy, including experience of using Microsoft Office package and familiarity with email and internet systems.
- Prepared to undergo relevant pre-employment checks including enhanced DBS clearance.

Desirable

- Knowledge of the structures and procedures of local authorities.
- Knowledge of structures and procedures of the Police, in particular those relating to the investigation of sudden or suspicious deaths.