

PERSON SPECIFICATION

Job Title: Coroners Officer
Directorate & Section/Unit: People, Communities
Salary Grade: Scale 6

EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience of working within a legal/coronial environment, in a case management/legal practice or equivalent role.
- Considerable experience of co-ordinating inquests including death in the care of the state
- Significant experience of dealing with sensitive, potentially distressing and confidential information.

It is **desirable** that the post holder has:

- Significant experience of dealing with the bereaved who may demonstrate a variety of emotions.
- Experience of working with information management systems within a legal, medical and/or legislative/regulatory service.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Specialist knowledge of coronial law and procedures relating to investigating sudden and unexplained deaths.
- Specialist knowledge of the various Acts, Rules and Regulations and Policies in relation to the Coronial functions
- Detailed knowledge of medical terminology and experience of explaining to recipients in plain English.
- Ability to work with minimum supervision managing a varying workload to meet the needs of the service.
- Ability to work to tight deadlines and achieve outcomes.
- Ability to organise workload and manage time according to changing priorities.
- Ability to communicate with a wide range of professionals at all levels and adapt your approach to suit the audience.
- Sound judgement and ability to reach balanced, unbiased decisions.
- Flexible and enthusiastic approach to tasks, workload, people and working situations within a dynamic and fast moving environment.
- The ability to interpret technical terminology and information for delivery to recipient.
- Ability to deal with information that is sensitive and linked to potentially distressing situations including reading reports and viewing potentially upsetting photographs/images.
- Ability to communicate at all levels, both in writing and verbally, with sensitivity.

It is **desirable** that the post holder has:

- Ability to deal with cases that may involve the deaths of young children, homicide or suicide deaths

• QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A level 5 qualification or equivalent compensatory experience.

It is **desirable** that the post holder has:

- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office.
- Ability to undertake further personal development provided by the Service or external agencies.

Author: Sharon Caldwell

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