

Coroners' Officer Generic Job Description

Principle Purpose of the Role

To act as the representative of HM coroner in the investigation of any death referred to his office and to make enquiries into potential finds of treasure

Key Duties , Responsibilities and Accountabilities

- Record, assess and investigate all deaths reported to the coroner service obtaining all relevant information including social and medical history
- Attend and record scenes of death as directed by the coroner and ensure that all evidence for the coroner is safeguarded
- Gather evidence to assist the coroner in establishing the identity of the deceased
- Provide accurate and timely information and appropriate guidance to bereaved people for the duration of the coroner's inquiry
- Arrange for the transfer of the deceased to the designated mortuary
- Gather information for the coroner and pathologist and arrange and attend the post-mortem examination as the coroner directs
- Ensure adequate information is provided to the coroner to facilitate the release of the body to the person legally entitled
- Inform and provide guidance to other properly interested persons and other agencies / professionals as appropriate
- Collate and record evidence of witnesses including that obtained by other agencies, professionals as appropriate and produce a case file
- Co-ordinate and attend inquest hearings as appropriate
- Record, assess and investigate reports of potential treasure
- Undertake such other reasonable duties as specified by the coroner or employer that are commensurate with the grade and responsibilities of the post

Coroners' Officer Person Specification

Attribute	Definition	Essential/ Desirable
Knowledge and Experience	Medical and legal knowledge and understanding or previous experience of working within the coroner service	essential ¹
	Minimum 'A' level standard or equivalent	essential
	Appropriate or relevant qualification	desirable
	Understand and be sensitive to issues of diversity and equality	essential
Skills and Ability	An organized and methodical approach with appropriate and competent use of technology	essential
	Problem solving skills including analysis, evaluation and resolution	essential
	Effective use of oral, written and other communication methods	essential
	Able to work with minimal supervision	essential
	Identify additional learning requirements and needs and undertake continuous professional development	essential
Personal Qualities	A diligent and responsible individual who is flexible, enthusiastic, self assured, assertive and resilient	essential
	Must be respectful, honest, empathetic and non-judgmental and maintain professional standards at all times	essential
Health and Safety	Takes responsibility for the health and safety of self and others	essential
Team Working	Effective team member	essential
	Personal accountability	essential

¹ Medical and legal knowledge and understanding or previous experience working in the coroner service is considered essential until mandatory training is given on commencement of the role; when it may be considered desirable
Reviewed 30 March 2008