



## Staffordshire Police - Role Profile

### CORONERS OFFICER- FORCE CID - INVESTIGATIONS

<b>Grade/Rank:</b>	Grade F
<b>Directorate:</b>	CID, City Command
<b>Reports to:</b>	Coroners/Prisons Manager
<b>Direct Reports:</b>	N/A

#### Role Purpose

Investigations in Staffordshire is a key strand to the delivery of our Policing Plan. We aim to focus on what matters to the people of Staffordshire through modern policing, early intervention, supporting victims and witnesses, managing offenders and public confidence.

The post is based within CID Lichfield police station, with a requirement to also work within the Coroners office at Stafford and Stoke on Trent.

Travel within county is expected.

The role of Coroner's Officer provides technical and administrative support to Her Majesty's Coroners. The main responsibility of this role is to investigate and prepare files for inquests, which will include the preparation of statutory documents and summonses to witnesses and jurors in accordance with Home Office regulations and participate in inquest proceedings

The post holder will assist and support both the Coroner and Police, processing death reports, investigating deaths and convening inquests.



## Key Tasks and Responsibilities:

The Coroner's Officer will:

- provide Her Majesty's Coroners with a technical and administrative support.
- will be required to assist and support both the Coroner and Police, processing death reports, investigating deaths and convening inquests.
- seek and collate information about violent, suspicious, sudden and unexpected or unnatural deaths, using computerised systems and databases to instigate investigations as and when necessary.
- have effective communication and listening skills, alongside a sensitive, compassionate and mature approach.
- will provide a service to a diverse range of customers, including the recently bereaved
- have the ability to liaise with the medical profession, police officers and witnesses and have good investigative and problem solving skills.
- you will be required to discuss causes and circumstances of death with health professionals and relatives, often at a time of distress.
- you will be required to prepare files for inquests, which will include the preparation of statutory documents and summonses to witnesses and jurors in accordance with Home Office regulations and participate in inquest proceedings
- may need to attend Home Office post mortems.

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

The quality and security of information received and used by the organisation through the use of appropriate systems and procedures.

The review, retention and disposal of records in accordance with organisation of policy and relevant legislation.

## Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

**Resolute, compassionate and committed**



We are emotionally aware	2	Valuing Diversity	2
		Managing Sensitivities/Political Savvy	2
We take ownership	2	Customer Service	2
		Maintaining Accuracy/Sustainable Working	2
Inclusive, enabling and visionary leadership			
We are collaborative	2	Partner Working	2
		Managing Complexity/Strategic Planning	2
We deliver, support and inspire	2	(self) Leadership	2
		Supporting Colleagues/Coaching & Mentoring	2
Intelligent, creative and informed policing			
We analyse critically	2	Problem Solving	2
		Situational Judgement	2
We are innovative and open-minded	2	Continuous Improvement	2
		Futurology	2

<b>Education, Qualifications and Experience</b>	
<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• A sound knowledge of Coronial Law and Criminal Law gained from previous experience in a comparable role.</li> <li>• Proven investigative skills to enable information to be extracted from a number of different sources and accurately recorded.</li> <li>• The ability to interact sensitively and compassionately with a diverse range of people in traumatic circumstances.</li> <li>• Previous experience of report research and preparation and can evidence the ability to use Microsoft Office suite packages to assist in the production of professional and grammatically correct correspondence.</li> <li>• Previous experience of working in an administrative role and can evidence excellent planning and organisational skills, balancing competing demands and meeting targets and deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



Skills Matrix (See Skills Matrix)				
Essential:	Desirable			
Microsoft Office Excellent Communication Skills	A sound knowledge of Coronial Law and Criminal Law gained from previous experience in a comparable role			
Leadership Passport Level	Practitioner s & Team Leaders	1 <sup>st</sup> Line Mngrs	2 <sup>nd</sup> Line Mngrs	Senior Mngrs
	1	2	3	4

\* Indicates that training will be provided as part of the role in this skill

CPD Requirements
<ul style="list-style-type: none"> <li>Maintain knowledge and understanding of Coronial and Criminal Law processes and management of data and information.</li> <li>Maintain a working knowledge and understanding of new and evolving best practice to enable a pro-active approach to this role</li> <li>Complete all annual and mandatory training</li> </ul>

Professional Registration/Licences
N/A

Special Conditions	
Own car for business use	Yes - to drive to alternative locations when required
Higher level vetting required	No
Requirement to wear Uniform	No
Requirement for post entry training	No
Hours	22.2 hours
Weekend working expected	No
Shift allowance	No
Welfare	<p>The post holder will work within an environment where they will be regularly exposed individually and collaterally to recently deceased family members and being able to cope with such circumstances.</p> <p>Attend Home Office post mortems.</p>



	<p>Hepatitis B vaccination is a requirement of this role.</p> <p>Welfare support networks are in place.</p>				
Fixed term or temporary role	No				
Politically Restricted	No				
On call/standby rota	Yes				
Flexitime Role	Yes				
Notice Period			<b>1 month</b>		

Agile Profile (See Agile Matrix)					
Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
2	3	2	3	2	3