

## **GWENT POLICE - ROLE PROFILE**

<b>Role:</b>	Coroner Officer
<b>Workstream:</b>	Crime Investigation / Major Incident Team
<b>Responsible to:</b>	Detective Inspector – Major Incident Team
<b>Responsible for:</b>	Nil Staff
<b>Role Purpose:</b>	<p>To investigate all deaths reported to Her Majesty's Senior Coroner for Gwent from referral to inquest and to manage the court hearing.</p> <p>To investigate the circumstances of a death following referral from the Registrars of Births, marriages and deaths.</p> <p>To provide support and information to bereaved families for all deaths referred to the Coroner.</p>

**Vetting Level:** MV

**Last reviewed:** August 2020

**Scale:** S02

### **Main Activities:**

1. To act as a representative of HM Coroner in the investigation of any sudden, violent, suspicious or unnatural death in referral by the police. To investigate the circumstances of a death following referral from GPs or hospital doctors and the registrars of Births, marriages and deaths.
2. To enquire into cases where bodies are repatriated to the Coroner's jurisdiction or where there is a request to remove a body in to or out of England and Wales and to liaise with the Foreign and Commonwealth Office as required. To liaise with overseas police forces, coroners and pathologists.
3. To investigate deaths that occur in the workplace, state detention or where concerns are raised that omissions in care by clinical or care staff contributed to the death.
4. To liaise with Senior Police Officers on all suspicious deaths, to identify any additional enquiries to be made by police officers prior to acceptance by the Senior Coroner and to attend scenes of such incidents as required in order to facilitate good communication between the force and H.M. Coroner.

5. To collate and assemble evidence in any ongoing investigation and obtain statements or information from any person who has knowledge relevant to a death, so that it may be reported to HM Coroner.
6. To arrange the correct removal of bodies on authority of HM Coroner to the designated mortuary so that post mortem examinations can be carried out. To liaise closely with consultant pathologists and mortuary technicians to ensure pathological specimens, samples, medication and other substances are preserved and analysed as necessary according to legislation governing tissues retention.
7. To work closely with mortuary staff and bereaved family members to ensure viewings of the deceased are managed professionally and compassionately. To manage the expectations of bereaved families. To keep families informed provide explanations and updates about process.
8. To liaise with and provide disclosure of evidence to 'interested persons' and legal representatives and manage subsequent representations at the direction of the Coroner.
9. To liaise with and obtain evidence from partner agencies and families.
10. To coordinate and attend inquests including summoning, warning and managing of witnesses and jurors, briefing family members, reading of witness statements and giving evidence where directed and dealing with exhibits in a timely and efficient manner.
11. To manage the preparation of all documentation for the disposal of the body and registration of death, liaising with local authorities as required. To ensure adequate information is provided to HM Coroner to facilitate release of the body to the person legally entitled.
12. To ensure the security of property found on the body and, if appropriate and where no relatives can be traced, the house and household effects in order to safeguard against illegal entry and unlawful removal.
13. To record, assess and investigate reports of potential treasure and liaise with the department of History and Archaeology, National Museum of Wales and the British Museum to ensure accurate information is brought before the Coroner and Inquest.
14. To maintain accurate records of costs & charges associated with investigations in order that efficient budget management controls can be identified and invoices settled promptly.
15. To provide police probationer, family liaison officer and local authority training and be suitably trained and available for deployment on behalf of the Coroner in respect of Disaster Victim Identification (DVI).
16. To deliver a customer focused service.

17. To promote and adhere to Gwent Police's Strategic Equality Plan to support the development of a diverse workforce.
18. To take reasonable care of own and others' safety; to co-operate with managers/supervisors in complying with statutory health and safety duties; to report incidents, accidents, faults etc.
19. To full participate in the performance appraisal process.

**Special Circumstances:**

1. Gwent Police is a non-smoking organisation.
2. All potential staff to Gwent Police must display the qualities to be able to work in an organisation with minority groups and provide a service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to workplace bullying or sexist or racist behaviour.
3. The Coroner's Officers work within the Civic Centre in Newport and are therefore expected to adhere to Newport City Council's administrative and safe working practices.
4. The post holder will be subject to:
  - Material of a confidential and distressing nature.
  - Dealing with people who are in extreme stress at a time of traumatic grief.
  - Working in unpleasant circumstances e.g. murder scenes.
  - Being called out at unsocial hours.
  - Giving evidence in Coroners Court.
  - Negotiating with members of the medical profession in relation to their responsibilities.
  - Exercising a judgement on the requirement for further investigation in a particular case.
  - Working in an environment which requires the exercise of a high level of discretion with little direct supervision.
5. The post holder must be able to travel to locations in and around the Force area.
6. The post holder must be able to periodically be on call out of hours for the repatriation of bodies from abroad, or take calls to facilitate inter-jurisdiction transfers between coroners, deal with suspicious deaths requiring forensic investigations and to expedite investigations in order to meet the religious requirements of faith communities.

**Note:** This job description is provided to give a broad outline of the job activities of this post. Gwent Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. As an employee of Gwent Police you may be required to serve in any position as appropriate to your grade or at any establishment within Gwent Police boundaries in order to ensure the efficient and effective operation of the organisation.

**Organisation:**

Detective Superintendent Crime Operations
Detective Chief Inspector Crime Operations
Detective Inspector Major Crime
H.M. Coroner

Job Specific Criteria Areas	Maximum Word Count	Method of assessment, For example, application form, test, presentation or certificate
<b>1. Attainments</b>	200	Application Form / Certificate
<ul style="list-style-type: none"> <li>• 3x A Levels Grades A-E or equivalent or possess significant relevant experience to undertake the role.</li> </ul>		
<b>2. Experience</b>	500	Application Form / Interview
<ul style="list-style-type: none"> <li>• Must be IT literate with a good working knowledge of Microsoft Office applications.</li> <li>• Must have experience of completing investigations.</li> <li>• Must have a proven track record of working with the public in an advisory or confidential context.</li> <li>• Must have experience of dealing with members of the public at sensitive or emotionally challenging times.</li> <li>• Must be able to work with minimal supervision and be self-directed.</li> <li>• Must understand and be sensitive to issues of diversity and equality.</li> <li>• Must have experience of writing accurate and concise reports</li> <li>• Must have the ability to exercise independent judgement and to take responsibility for complex investigations.</li> </ul>		
<b>3. Knowledge</b>	400	Application Form / Interview
<ul style="list-style-type: none"> <li>• Must be able to evidence a good knowledge of Criminal and Coroners Law.</li> <li>• Must be able to evidence a knowledge of relevant medical terminology.</li> <li>• Must have a good understanding of Data Protection and Freedom of Information legislation.</li> <li>• Level 1 Welsh essential (training will be given). Welsh language skills Level 2 and above are desirable</li> </ul>		

<b>4. We are emotionally aware</b>	500	Application Form / Interview
<ul style="list-style-type: none"> <li>• I treat others with respect, tolerance and compassion.</li> <li>• I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law.</li> <li>• I remain calm and think about how to best manage the situation when faced with provocation.</li> <li>• I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure.</li> <li>• I ask for help and support when I need it.</li> <li>• I understand the value that diversity offers.</li> <li>• I communicate in clear and simple language so that I can be easily understood by others.</li> <li>• I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.</li> </ul>		
<b>5. We take ownership</b>		Interview
<ul style="list-style-type: none"> <li>• I actively identify and respond to problems.</li> <li>• I approach tasks with enthusiasm, focusing on public service excellence.</li> <li>• I regularly seek feedback to understand the quality of my work and the impact of my behaviour.</li> <li>• I recognise where I can help others and willingly take on additional tasks to support them, where appropriate.</li> <li>• I give feedback to others that I make sure is understandable and constructive.</li> <li>• I take responsibility for my own actions, I fulfil my promises and do what I say I will.</li> <li>• I will admit if I have made a mistake and take action to rectify this.</li> <li>• I demonstrate pride in representing the police service.</li> <li>• I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.</li> </ul>		

<b>6. We are collaborative</b>		Interview
<ul style="list-style-type: none"> <li>• I work cooperatively with others to get things done, willingly giving help and support to colleagues.</li> <li>• I am approachable and explain things well so that I generate a common understanding.</li> <li>• I take the time to get to know others and their perspective in order to build rapport.</li> <li>• I treat people with respect as individuals and address their specific needs and concerns.</li> <li>• I am open and transparent in my relationships with others.</li> <li>• I ensure I am clear and appropriate in my communications.</li> </ul>		
<b>7. We deliver, support and inspire</b>		Interview
<ul style="list-style-type: none"> <li>• I take on challenging tasks to help to improve the service continuously and support my colleagues.</li> <li>• I understand how my work contributes to the wider police service.</li> <li>• I understand it is part of my collective responsibility to deliver efficient services.</li> <li>• I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others.</li> <li>• I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery.</li> <li>• I support the efficient use of resources to create the most value and to deliver the right impact.</li> <li>• I keep up to date with changes in internal and external environments.</li> <li>• I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.</li> </ul>		
<b>8. We analyse critically</b>	500	Application Form / Interview
<ul style="list-style-type: none"> <li>• I recognise the need to think critically about issues. I value the use of analysis and testing in policing.</li> </ul>		

<ul style="list-style-type: none"> <li>• I take in information quickly and accurately.</li> <li>• I am able to separate information and decide whether it is irrelevant or relevant and its importance.</li> <li>• I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action.</li> <li>• I refer to procedures and precedents as necessary before making decisions.</li> <li>• I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions.</li> <li>• I recognise gaps and inconsistencies in information and think about the potential implications.</li> <li>• I make decisions in alignment with our mission, values and the Code of Ethics.</li> </ul>		
<b>9. We are innovative and open-minded</b>		Interview
<ul style="list-style-type: none"> <li>• I demonstrate an openness to changing ideas, perceptions and ways of working.</li> <li>• I share suggestions with colleagues, speaking up to help improve existing working methods and practices.</li> <li>• I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements.</li> <li>• I adapt to change and am flexible as the need arises while encouraging others to do the same.</li> <li>• I learn from my experiences and do not let myself be unduly influenced by preconceptions.</li> </ul>		

Signed : \_\_\_\_\_

(Applicant – upon offer of appointment)



Dated: \_\_\_\_\_