

Job Title: Coroner / Court Services Manager

Department: Coroner / Court Services

Section: Viscount's

Reports to: Deputy Viscount

JE Ref: SG1032

Grade: CS11

JE Date: 25/08/2023

Job purpose

As a member of the Viscount's Leadership team, manage and lead the Coroner / Court Services team to enable the Viscount's Department to fulfil all its statutory obligations, ensuring the delivery of a professional, efficient and cost effective service to its users and ensuring that the principles of service improvement, business continuity, risk management, well-being and health and safety are embedded in the section.

Provide direct operational support to the Coroner function to ensure the smooth running of that function on behalf of the Coroners and to the Assize Jury function to ensure that trials have sufficient jurors to fulfil the legal requirements. Act as Coroner's Liaison officer to ensure the smooth running of the office.

Job specific outcomes

1. Provide effective leadership to directly managed staff, ensuring a performance management culture, monitoring workload, identifying training needs, setting objectives, and providing performance feedback. Communicate effectively to ensure that team members are briefed on departmental and organisational priorities. Act as a role model to support team members of immediate and the wider team. As a member of the Viscount's Leadership team, participate in a range of departmental initiatives including contributing to annual report and business plans, reviewing performance data and key performance indicators. Review services to ensure effectiveness and efficiency and identify improvements through creating a culture of continuous improvement.
2. Principal administrative support to the Coroners in the management of sudden and unexpected deaths, inquests, and other related matters.
3. Manage the arrangements for inquests, liaising with all relevant parties. Attend inquests and act as court clerk and managing witnesses and other attendees, ensure the correct documents are supplied and record the proceedings. As part of the overall management of support services, arrange the production of transcripts of inquests.
4. Provide guidance to Pathologists, Official Analyst, Lawyers, Relief Coroners, Funeral Directors, Jurors, Bailiff's Office, Crown Officers, Honorary and States Police, the bereaved and their representatives, witnesses and the media on Inquest matters and their administration to ensure that correct processes and procedures are followed.

5. Prepare court and formal reports in relation to sudden and unexpected deaths, inquests, burial and cremation orders and notify the police, counsel, witnesses and others of decisions taken in relation to, for example, disclosure of related reports and statements.
6. Manage the process of payments to Pathologists, Doctors and expert witnesses to ensure that they are paid promptly and in accordance with agreed scales.
7. Prepare and issue permits (release, transportation of bodies, exhumations etc) on behalf of the Coroner's office, ensuring that information is validated and accurate. Check information for accuracy and raise any queries, as appropriate, with (e.g) UK HM Coroners' Offices, Consular authorities and Funeral Directors.
8. Prepare Jury service summonses for Assize trials, decide on the merits of requests for waiver from jury service and manage the accommodation arrangements and transport for Jurors. Manage the preparation of bundles for Assize Courts, ensuring all papers are present and appropriately referenced.
9. Manage the handling of requests for exemption from Judicial fees/Court fees and ensure that the Certificate of Exemption is prepared by the Viscount or Deputy Viscount. Manage and maintain sudden death database, Coroner caseload software (Civica), Tirage for Assize Juries.
10. Manage the preparation and circulation of Court Notices on behalf of the Bailiff.
11. Carry out any other duties of the Viscount as a Viscount Substitute.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

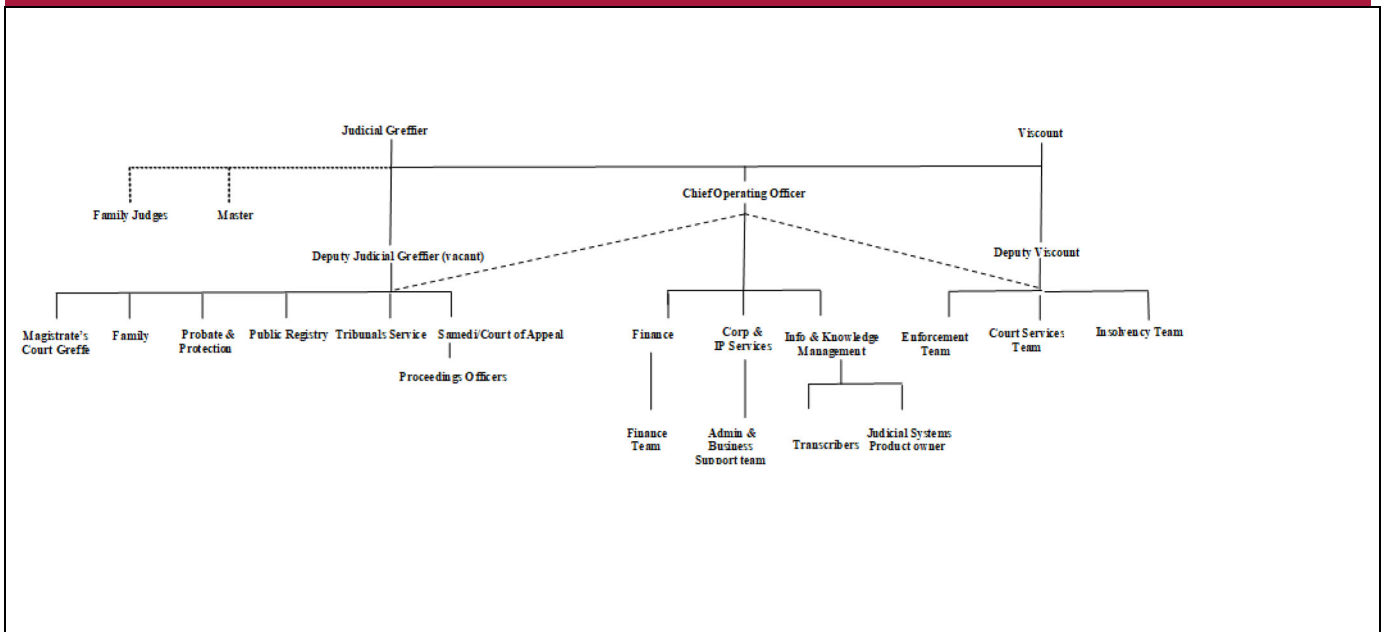
This role is not politically restricted. The jobholder is permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---|--|-----------|
| <p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p> | <p>Educated to A level standard.</p> <p>Management qualification at level 5.</p> <p>Certificate in recruitment and selection.</p> <p>A project management qualification such as Prince2, PMP or Agile</p> | |
| <p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p> | <p>In depth knowledge of the law and processes around Sudden Deaths, Assize hearings, Inquests and post-mortem examinations, or the ability to gain this knowledge.</p> | |
| <p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p> | <p>IT literate with good knowledge of Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.</p> <p>Ability to become expert on specific systems eg Tirage/Civica/PlainSail</p> <p>Proven ability to create reports and manage databases.</p> <p>Project management knowledge and skills.</p> | |
| <p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills,</i></p> | <p>High degree of accuracy.</p> <p>Numeracy and financial skills.</p> | |

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|---|--|--|
| <p><i>ability to delegate, motivation or commitment etc.</i></p> | <p>Excellent written and grammatical skills.</p> <p>Ability to communicate professionally and sensitively with members of the public and professionals from a range of departments.</p> <p>Excellent analytical skills and the ability to be objective and apply sound judgement.</p> <p>Resilience to be able to work in difficult and challenging situations, (especially dealing with death.)</p> <p>Excellent organisational skills.</p> | |
| <p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p> | <p>At least five years' experience of working in a legal department or related field.</p> <p>Good working knowledge, or able to establish knowledge of the Jersey legal system.</p> | |

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.