

Person Specification

Below are the key essential qualities that the post holder should demonstrate:

Qualifications

- Meets the Judicial Eligibility Conditions on a five-year bases: barrister, solicitor or fellow of CILEX with a minimum of five years' post-qualifying experience in either discipline (evidence of CPD or MoJ training record)

Knowledge

- Thorough, up to date knowledge of legislation relating to Coroner's duties, including Coroners and Justice Act 2009, law of evidence, the administration of the legal system and court procedure
- Knowledge of structures and procedures of the Police, in particular those relating to the investigation of unexplained or suspicious deaths

Relevant Experience

- Given the size of the jurisdiction and the nature, type and make-up of the workload, experience as a Senior Coroner, Area Coroner or Assistant Coroner
- Experience of conducting investigative enquiries including demonstrating clarity of thought in identifying issues relevant to the investigation
- Substantial experience of holding complex inquests, including jury inquests and being able to effectively manage a large caseload in a timely manner
- Experience of operational management including case load management, co-ordinating staff and monitoring performance, and of coordinating/ cooperating with the work of multi-disciplinary teams to provide inquest results

Skills

- Awareness of the structures and procedures of local authorities
- Awareness of budgetary pressures and the impact of decisions on the budget. Ability to effectively manage resources in collaboration with the management team of the HM Coroner's Service
- Excellent verbal and written communication skills with the ability to explain legal/medical terms to people from non-legal/medical background; including where English is not their first language
- Excellent analytical skills, quickly absorbing and analysing information
- IT literacy, including experience of using Microsoft Office package and familiarity with e-mail and internet systems
- A commitment to equality, ensuring everyone is treated with respect and sensitivity.
- A commitment to public service at the highest standards
- Drive the service and be receptive to new ideas and diverse needs
- Organise time effectively and produce clear reasoned decisions and conclusions after inquest promptly.
- Inspire respect and confidence
- Work at speed and under pressure
- Work constructively with a wide range of stakeholders, e.g. Locality Authority staff, the Police, Ministry Of Defence, the media
- Deal with sensitive and emotionally charged situations that require sensitive handling and confident/positive judgement
- Willingness to provide a comprehensive, 24-hour service across the area
- Experience of the IRIS database or similar would be desirable