

HM Coroner



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Candidate Information Pack:

# HM AREA CORONER CUMBRIA

Relevant Authority:  
***Cumbria County Council***  
***April 2018***

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# HM AREA CORONER - CUMBRIA

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This recruitment pack has been drafted in accordance with the Coroners and Justice Act 2009.

## **1. INTRODUCTION**

Cumbria County Council as relevant authority for the Cumbria Coroner Area is seeking to appoint a full-time Area Coroner. The role is to support HM Senior Coroner in delivering an efficient, effective and high quality Coronial Services to the people of Cumbria, and the wider community.

This is a challenging, but exciting role which has the opportunity to help influence the overall strategic direction of the service, and work with HM Senior Coroner and the local authority to shape the future service in Cumbria, to develop and further improve the Coroner services in Cumbria

We would welcome applications from individuals who can demonstrate they are suitably qualified, and who are enthusiastic, highly motivated and have a desire to provide an exceptional service to the people of Cumbria and the wider community.

If you feel that you have the necessary skills and qualities required we look forward to hearing from you.

**Andrew Smith**

**Professional Lead – HM Coroners Services**

## 2. **ADVERT**

Post: **HM Area Coroner - Cumbria  
(Full-time)**

Salary: **£90,000 p.a**

Cumbria County Council as relevant authority for the Cumbria Coroner Area is seeking to appoint a new full-time Area Coroner to support HM Senior Coroner.

The role is to support HM Senior Coroner in delivering an efficient, effective and high quality Coronial Service to the people of Cumbria, and the wider community. Within the role you will have the opportunity to influence the overall strategic direction of the service, and work with HM Senior Coroner and the local authority to help shape the future service in Cumbria, and develop and further improve the Coroner Services, whilst ensuring any legal and statutory responsibilities are met.

We are looking for an exceptional candidate with excellent proven organisational, management and efficiency skills, as well as experience of managing and embracing change. You will work closely with HM Senior Coroner and the local authority to ensure the service demonstrates value for money, performance and financial efficiencies. Collaborative working with the local authority, the police and other stakeholders is a key and essential part of this role.

The successful candidate will be required to demonstrate the following:

- Significant and recent experience of Coronial law and procedures either from experience of working as an Assistant Coroner, or relevant and appropriate experience as appearing as an advocate in complex Coronial cases which may be considered.
- Have sound knowledge of all aspects of the England and Wales legal system, with particular regard to Coronial law and the laws of evidence, the administration of the legal system and Court procedures, and of basic medicine.
- Practical experience in the conduct of Court proceedings and demonstrate the ability to handle highly sensitive or emotionally charged situations effectively.
- Be motivated and proactive, with a desire to provide an exceptional service to the people of Cumbria and the wider community.
- Exceptional communication and interpersonal skills.
- Highly effective organisational skills and the ability to multi task, and is able to manage time, people and workload effectively
- The ability to deal with difficult and/or emotional people and situations in a sensitive manner
- The ability to readily explain legal and medical terms to non-specialists, and competent in dealing with sensitive situations involving relatives, witnesses, the police and the media.
- The ability to prepare and manage cases from initiation to conclusion
- A willingness to prepare and hear the whole range of inquests from simple cases to those fully engaging Article 2 both with and without a jury
- Recognise the importance of continuous professional development (CPD) and your own role in your CPD.

- Be motivated and proactive, with a desire to provide an exceptional service to the people of Cumbria and the wider community

It is key that the successful candidate will have proven back ground in the legal and coronial field, including carrying out investigations, case management, and conducting all types of inquests.

The successful candidate will:

- be a barrister or a solicitor or Fellow of the Institute of Legal Executives
- satisfy the judicial-appointment eligibility condition on a 5 year basis
- be under the age of 70
- have experience working as a Coroner or advocate at Inquests, and be subject to the appointment & eligibility conditions (Coroners and Justice Act 2009 (s.23 and Schedule 3)).

Once appointed the post holder will be a Judicial Office holder until they reach the age of 70 years (compulsory retirement age) unless they chose to resign or are removed by the Lord Chief Justice or Lord Chancellor prior their 70th birthday.

The Area Coroner will be based and work from the Coroner's Office and inquest court in Cockermouth. The successful candidate should reside within approx. one hour's commute of this office as a maximum.

The Area Coroner will need to travel to other inquest venues within the county as required.

As required the Lord Chncelloe and the Chief Coroner for England and Wales has been notified of this vacancy.

If you wish to have an informal discussion regarding any possible application, please contact Andrew Smith, Professional Lead (Coroners Services) on 07717 807122.

Suitably qualified applicants are requested to complete the on-line application form, and provide a supporting statement detailing how they feel they meet the criteria required for the post. A CV should also be included detailing your career to date.

*NB: The supporting statement should be no more than four sides of A4 (Min. font size 12pt).*

The web link to the local authority jobs section is: <https://www.cumbria.gov.uk/jobs.asp>

Closing date for applications: Midnight – Thursday 10<sup>th</sup> May 2018

Interview date: Monday – 4<sup>th</sup> June 2018

Interview location: HM Coroners Offices,  
Fairfield, Station Road, Cockermouth, CA13 9PT

If you feel that you have the necessary skills and qualities required we look forward to hearing from you.

**PLEASE NOTE:**

**The Local Authority is also seeking to appoint three new Assistant Coroners. If your application for the Area Coroners post were to be unsuccessful please advise (in a separate covering letter within your application) if you would like to be then considered for one of the Assistant Coroners posts. You must however ensure that separate applicable supporting information is also included, that covers the requirements of the Assistant Coroner posts as detailed in the separate candidate pack.**

### **3. CUMBRIA CORONER SERVICE INFORMATION**

#### **Area information**

- Cumbria covers approx. 2,600 square miles with a population of approx. 500,000.
- The Coroners' Area boundaries are coterminous with those of Cumbria County Council, and Cumbria Constabulary.
- Bordering counties to the east are Northumbria, Durham and North Yorkshire, and to the south Lancashire. The county also borders with Scotland to the North.
- The area is predominantly rural with the Lake District National park within it and large transient population due to tourism and visitors who come to enjoy the mountains, lakes and wide array of outdoor activities. The area has a large coastal border.
- There are four main hospitals in the main population centres. These are: Cumberland Infirmary (Carlisle), West Cumberland Hospital (Whitehaven), Furness General Hospital (Barrow-in-Furness) and Westmorland General Hospital (Kendal). There are also several mental health units within the county.
- There are also pockets of large industry within the county, including such as Sellafield Nuclear Facility & BAE Systems Manufacturing Plant.
- The area has one prison within its boundaries (Haverigg Prison) which houses adult male category C and D prisoners.
- The average number of deaths registered annually is approx. 5,000, and of those approx. 2,100-2,200 cases are referred to the HM Coroner each year. Post mortem examinations are conducted at two Hospital Trusts by hospital pathologists (Carlisle and Lancaster). In 2016 there were 350 inquests held (5 Jury inquests) and 864 post-mortem examinations.

#### **Office and court accommodation**

- The service is located in dedicated accommodation at Cockermouth, and includes office facilities for the support team and small dedicated inquest court room.
- Inquests are held in other local authority accommodation (Carlisle, Kendal and Barrow).

#### **Management**

- Local authority responsibilities on a day-to-day basis are delegated to the Professional Lead for Coroners Services, and they work closely with the Senior Coroner, Area Coroner and support team to ensure service delivery is of high quality and effective.
- Areas such as accommodation, ICT, contracts and tendering, finance and support staff are provided by the local authority.

#### **The Coroners Team**

- HM Senior Coroner leads the services, and is supported by a full-time Area Coroner (who is also the nominated 'deputy').
- There are a number of Assistant Coroners working on a casual / 'as and when' basis, and who provide cover when Senior / Area Coroners are unavailable (leave, sickness, training, long inquests, etc.).

- HM Senior Coroner will lead on all coronial activities and along with the Area Coroner will conduct all types of inquests, especially those that are complex, protracted or likely to attract significant media interest.

### **Support Team**

- The support team within the service is as follows:
  - 2 fte - Lead Coroners Officers
  - 2 fte – Police Coroners Officers (Employed / funded by Cumbria Constabulary)
  - 1.6 fte – Coroners Coordinators
  - 5.8 fte – Coroners Officers
- With the exception of the 2 fte Coroners Officers provided by Cumbria Police and 1.6fte Coroners Coordinators, all the support staff are employed by Cumbria County Council.
- The Service also has casual staff that can act as Court Clerks and assist at Inquests
- The 'Coroners Court Support Services' (Registered charity) also supplies volunteers to provide support at inquest for families, the bereaved and witnesses

### **Daily operations**

- The offices open Monday-Friday between 9am and 5pm.
- It is expected that the Area Coroner will work a minimum of 37 hrs per week, though the hours worked will vary according to service demand.
- The Senior and Area Coroners must also be available outside the above hours to deal with such as emergencies and any other urgent requests.

#### 4. JOB PROFILE

<b>Post Title</b>	<i>HM Area Coroner</i>
<b>Service Area</b>	<i>Cumbria Coroners Service (Economy, Environment &amp; Highways Directorate)</i>
<b>Contact point:</b>	<i>Professional Lead – HM Coroners Services</i>
<b>Salary</b>	£90,000 p.a
<b>Hours</b>	<i>To meet the statutory needs of the service, as directed by HM Senior Coroner</i>
<b>Location</b>	<i>Fairfield, Station Road, Cockermouth, Cumbria, CA14 9PT</i>

#### Purpose

- To support the HM Senior Coroner in delivering an efficient, effective and high quality Coronial Service to the people of Cumbria, and the wider community.
- To assist in the overall strategic direction of the service
- To work with the Senior HM Coroner and the local authority to develop and further improve the Coroner services in Cumbria, whilst ensuring any legal and statutory responsibilities are met.
- The Area Coroner is an independent judicial officer holder within the Coroners service, which is part of the England and Wales judicial system, and must discharge those duties in accordance with the Coroners & Justice Act 2009 and the rules and regulations these index

#### Job functions

- To support the HM Senior Coroner in the delivery of the highest possible quality of Coronial Service in accordance with statutory provisions and legislation, case law, best practice and associate guidance issued by the Chief Coroner
- To deputise for HM Senior Coroner when he is are unavailable
- To comply with, and uphold the standards articulated in the Guide to Judicial Conduct
- To be sensitive and responsive to the needs and requirements of all those who engage with the Coronial Service, including the bereaved, witnesses, media, police, funeral directors, NHS and hospital trusts, public health and Cumbria County Council.
- To ensure the service takes full account of any ethnic and cultural diversity in Cumbria in addition to any statutory requirements.
- To work with the HM Senior Coroner and the local authority to organise the delivery of Coroners services in Cumbria, and help deliver value for money with regard to efficiency, effectiveness and the use of resources, as well as seeking continual improvements, whilst taking into account the financial and budgetry constraints associated with public sector funding.
- To exercise effective and efficient budgetry control, and work in accordance with The Coroner's Allowances, Fees and Expenses Regulations, and follow any applicable local authority financial regulations
- To assist the Senior HM Coroner and the local authority, and other key stakeholders, to ensure the HM Coroners Service has planned and prepared for any significant emergencies which may occur beyond the usual resources and capacity of the service.



## **Responsibilities**

- To investigate the circumstances of deaths within the defined coronial area of Cumbria where there is reasonable cause to suspect that the death was violent, unnatural, of unknown causes, or took place in custody or state detention.
- To determine the identity of the deceased and the medical cause of death and to decide whether a post mortem examination is necessary for the purposes of the investigation and, if so, to give directions to a suitable practitioner
- To hold an inquest, with or without a jury, when required in accordance with Section 6 & 7 of the Coroners and Justice Act 2009.
- To notify, as appropriate, the relevant Registrar of Deaths of the findings of the inquest, or, if no inquest is held, that the fact of death reported does not need to be subject to an inquest.
- To pay any relevant fees and allowances to witnesses and jurors and to account for any monies to the relevant local authority
- To ensure that service personnel repatriations, inquests and investigations are undertaken to the highest possible standards.
- To assist in the collation make statutory and/or annual returns to the Ministry of Justice, and to collaborate with the county council on providing data regarding service delivery and performance indicators.
- To provide notes, transcriptions and recordings of inquests or other relevant documents in accordance with statutory requirements, to properly interested persons as required and collect and account to Cumbria County Council for any fees received.
- To be available at all times to undertake either personally, or deputising with an assistant, to cover inquests, openings, pre-inquest reviews and arranging post-mortem examinations.
- To deal with Treasure Inquests in accordance with the statutory regulations.
- To ensure that Cumbria County Council's procurement procedures are adhered to all at times when procuring goods, services and specialist reports.
- To meet as appropriate, and with reasonable frequency, the manager of the service within the local authority or their nominated representative or other key stakeholders to discuss and review matters relating to service delivery.
- To undertake any relevant training and development as directed by the Chief Coroner, keeping up to date with the law and practice, and to ensure the training and development of assistant coroners undertaken as appropriate.
- To liaise with Cumbria County Council to plan and deliver an appropriate response to a mass fatality incident.
- To liaise with any voluntary organisations that provides support to families and members of the public attending inquests.
- To work with the local authority to develop the service and assist with, or undertake any reasonable projects and research that will assist in developing the service.
- Assist in the day-to-day allocation and checking of the work of the business support team and Assistant Coroners within the HM Coroner's Service.

- Provide instruction and training for the business support team, Assistant Coroners and, where appropriate, other local authority employees.
- Support HM Senior Coroner to manage the relationship with the local authority within the coronial area to ensure a safe and harmonious working environment and promote the Council's values in the performance of all aspects of their role.
- To work with the HM Senior Coroner and the local authority to organise the delivery of Coroners services in Cumbria, and help deliver value for money with regard to efficiency, effectiveness and the use of resources, as well as seeking continual improvements, whilst taking into account the financial and budgetary constraints associated with public sector funding.
- To exercise effective and efficient budgetary control, and work in accordance with The Coroner's Allowances, Fees and Expenses Regulations, and follow any applicable local authority financial regulations
- To assist the Senior HM Coroner and the local authority, and other key stakeholders, to ensure the HM Coroners Service has planned and prepared for any significant emergencies which may occur beyond the usual resources and capacity of the service.
- To carry out any other duties commensurate with the post that may be required by the Chief Coroner, the Lord Chancellor, the Ministry of Justice and HM Senior Coroner for the Cumbria Area.

ROLE REQUIREMENTS	Essential	Desirable
Must be a barrister/solicitor or Fellow of the Institute of Legal Executives; satisfy the judicial appointment eligibility condition on a 5 year basis and under the age of 70.	x	
Thorough, up to date knowledge of legislation, case law and guidance relating to coroner's duties.	x	
Knowledge of structures and procedures of the police, in particular those relating to the investigation of sudden or suspicious deaths.	x	
Must have knowledge of the extent to which cultural and religious requirements can be met within the constraints of coroner law and practice.	x	
Knowledge of the organisational structures of local government including an understanding of the challenges facing local government and the coroner service, both at present and in the future.	x	
An ability to drive the service, is receptive to new ideas and its diverse needs.	x	
Ability to work collaboratively with staff and the relevant local authority.	x	
Excellent verbal and written communication skills and the ability to explain legal and medical terms to people from non-legal or non-medical backgrounds.	x	
Excellent analytical skills, consistency of decision-making and administrative direction.	x	
Ability to work in sensitive situations with a wide range of stakeholders (e.g. bereaved relatives, police officers, medical personnel, mortuary staff, Registrars, witnesses and the media).	x	
Ability to deal with emotionally charged situations that require sensitive handling and confident/positive judgement.	x	
Full current driving licence (unless disability precludes this) and use of a vehicle		x
Previous experience as a Assistant Coroner or Inquest Advocate.	x	
Experience of conducting investigative enquiries including demonstrating clarity of thought in identifying issues relevant to the investigation.	x	
Experience of inquests, including jury inquests.	x	
<p>Supporting the core values and behaviours within the local authority:</p> <ul style="list-style-type: none"> <li>- Take <b>responsibility</b> for our actions</li> <li>- Demonstrate a <b>positive</b> flexible attitude</li> <li>- Act with <b>honesty</b> and <b>respect</b> for others</li> <li>- <b>Communicate</b> in a clear and constructive way</li> <li>- Be committed to <b>'One Team'</b></li> </ul>		

## **5. PERSON SPECIFICATION**

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

### **Qualifications**

- Meets the Judicial Eligibility Conditions on a 5 yr. bases: barrister/solicitor or fellow of CILEX with five years' post-qualifying experience (and evidence of CPD or Judicial Collage 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**

- Experience of conducting investigative enquiries including demonstrating clarity of thought in identifying issues relevant to the investigation
- Substantial experience of 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
- 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 the use of Microsoft Office package, e-mail and internet, plus case management 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 forward and be receptive to new ideas and diverse needs
- Produce clear reasoned decisions and conclusions promptly after inquest
- Inspire respect and confidence
- Work at speed and under pressure, and organise time effectively
- Work constructively with all stakeholders, e.g. Local Authority, the Police, 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 electronic case management systems

### **People**

- Whilst the post holder has no direct reportees, he/she will be required to allocate work/tasks/duties, give direction and support, and mentor others who may be both internal and external to the service

### **Financial Resources**

- In order to help deliver value for money, it is expected that the post holder will work with the Senior Coroner, and the local authority to organise the delivery of Coroners services with regard to efficiency and the most effective use of resources
- The post holder has no direct budgetary control within the local authority, but will be required to work in accordance with Coroners Allowances, Fees and Expenses Regulations, and the follow any applicable local authority financial regulations
- All the day-to-day running costs and disbursements of the area will be paid by Cumbria County Council through its payment facilities, following the appropriate local authority financial regulations, procedures, policies and standing orders

### **Equipment/Materials**

- To be responsible for any furniture, equipment, consumables and other resources used in relation to the work of the post holder and the service
- Ensure the safety and security of information, including any data and personal details used within the service

### **Health/Safety/Welfare**

- Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of Cumbria County Council

### **Equality and Diversity**

- To take account of the local authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

- The post holder will be responsible for maintaining sufficient Continual Professional Development, and where appropriate assisting in the development of others within the service.

## **6. SUMMARY OF TERMS & CONDITIONS OF THE AREA CORONER**

The conditions of service applicable to the post are those set out in Schedule 3, Coroners and Justice Act 2009. The Area Coroner holds office on the terms agreed by that coroner and the local authority.

### **Status**

- All Coroners are Independent Judicial Officer and not an employee of the Council.

### **Location**

- The work base is Cockermouth, and it is essential that the post holder has the ability to travel independently throughout the county to meet the needs of the service
- The post holder will be expected to live within a reasonable travelling distance of their work base (maximum of approx. 1hr traveling time from the office base).
- Any business travel is paid in accordance with the local authority travel & subsistence policy

### **Salary**

- The annual salary for the post is £90,000 p.a.

### **Pension Scheme**

- The Area Coroner may join the Local Government Pension Scheme (LPGS). This is a contributory scheme.

### **Hours of work**

- There are no fixed hours for the post, but the post holder will be required to work a minimum of 37hrs per week or those seen as necessary to meet the requirements of the service.
- Due to the reactive nature of the service and timelines there will be regular times when matters need completed urgently or are time bound, and out-with normal office hours
- In accordance with The Coroners (Investigations) Regulations 2013, the Senior Coroner shall at all times be available to address matters relating to an investigation into a death, which must be dealt with immediately and cannot wait until the next working day, including emergencies and other urgent requests.

### **Holiday entitlement**

- Annual leave entitlement is 30 days plus any statutory public holidays.
- Leave must be agreed in advance with the Senior Coroner and local authority.

### **Payment of expenses**

- The Area Coroner is expected to devote their whole time to coronial duties and should not accept any other remuneration or fees in respect of anything done by them in the performance of his or her functions or other employment.
- No payments will be made in respect of home broadband services or telephone services.
- A laptop and mobile phone will be provided for business purposes
- All resources, equipment or services should where possible be purchased through the Council's procurement processes unless otherwise agreed

- Any reimbursement of accommodation, subsistence and travel is paid in accordance with the local authority Travel and Subsistence guidance
- Only essential items specific to the role of Coroner can be claimed for and these include such as reference books essential to coronial duties, attending agreed training, etc. Where practical these should be agreed with the local authority prior to purchase

### **Travel**

- Business travel is paid in accordance with the local authority travel and subsistence policy
- A mileage allowance is payable for any travel associated with coronial duties, excluding home to work travel. Mileage claims are repaid at 0.45p per mile for the first 8,500 miles, and 0.10p per mile thereafter.
- For any one journey, the first 100 miles are paid at 0.45p and with any miles thereafter paid at hire car rates (currently 0.15p).
- Where practical and/or appropriate hire cars or pool cars can be used for longer journeys, especially out of county travel as this option can be more cost effective.
- Normal car parking charges associated with travel for coronial duties will be reimbursed, but parking fines, penalty notices, and such as speeding tickets, cannot be reclaimed.
- The post holder must ensure any motor vehicle used for coronial/local authority business has the appropriate 'business' insurance, has the correct tax/MOT, and is road worthy/legal.
- Only second class rail travel can be claimed

### **Training and CPD**

- The local authority will cover reasonable cost for training and continuous Professional development, or the attendance of such as Chief Coroners conferences or other training events
- These should be agreed with the Senior Coroner and local authority in advance

### **Indemnity**

- The Council will indemnify the Area Coroner for costs or damages in relation to legal proceedings in accordance with Regulation 17 of The Coroners Allowances, Fees and Expenses Regulations 2013.

### **Notice period**

- The Area Coroner may resign from office by giving notice in writing to the relevant authority; however the resignation does not take effect until it is accepted by the authority.
- Where possible the Area Coroner will be expected to give six months' notice of retirement or 3 months for resignation, thus enabling the Council to comply with the provisions of the Coroners and Justice Act 2009 in filling the vacancy.

### **Politically restricted post**

- This post is politically restricted under the terms of Schedule 3, paragraph 4 of the Coroners and Justice Act 2009.

### **The Guide to Judicial Conduct**

- The Area Coroner will comply with the standards as set out in the Guide to Judicial Conduct and other associated guidance.

(<https://www.judiciary.gov.uk/publications/guide-to-judicial-conduct/> )

### **Assistant Coroners**

- It is anticipated that the Senior Coroner and Area Coroner will undertake the majority of the caseload and inquests, including what is considered as high profile or controversial
- The service budget makes an allowance for the cost of using Assistant Coroners. This is to assist in times of high service demand, or to cover such as some annual leave, sickness, meetings, training or other absence.
- Where possible economical use of Assistant Coroners should be made, and only with the prior agreement of the Senior Coroner and/or the local authority.

### **Misc. Terms & Conditions**

- Cumbria County Council applies a Smoke Free / No Smoking Policy to all buildings and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by the council. This also applies to vehicles such as pool cars and hired vehicles.
- The post holder is required to agree to any ICT code of practice, acceptable use policies including data sharing.



## **7. RECRUITMENT AND SELECTION PROCESS**

### **Applications**

- You are required to:
  - complete the on-line application form via the local authority website
  - submit a comprehensive CV (please ensure there are no gaps within your CV)
  - provide a statement supporting your application (maximum of four sides of A4 pages – min. font size 12pt).
  - Details of past coronial experience (where you have been or are currently a Coroner)
- It is important that your supporting statement fully addresses the following criteria.
  - ⇒ Leadership
  - ⇒ Efficient management and organisation
  - ⇒ Up to date knowledge of coroner law and guidance
  - ⇒ Dealing with complex, high profile and/or difficult cases
  - ⇒ Coroner skills in the office, during investigations and in Court
  - ⇒ Integrity, sound judgment and decisiveness
  - ⇒ Collaborative working, with staff, relevant authority and police
  - ⇒ Communication skills
  - ⇒ Sensitivity to diversity and cultural requirements
  - ⇒ Values and behaviours key to the local authority
- Applications that do not include the appropriate CV and/or supporting information will be rejected.
- Please ensure you include your work, home and mobile contact numbers, home address and e-mail addresses where applicable.
- Please note that correspondence will be via e-mail unless otherwise stated.
- All correspondence and details provided will remain confidential.

### **Past Coronial Experience**

- Where you either are currently or have been an Assistant Coroner in an other area(s), please on a separate sheet to your supporting statement, give details of the following:
  - how many days worked as a Coroner since being appointment
  - the nature of the work undertaken
  - the division of time between office work and sitting in Court
  - the extent of experience in completing Forms 100A and 100B
  - the numbers and type of inquests conducted, including the number of Article 2 / jury inquests

### **Employment references**

- Please include the name, address and contact details for two references
- Candidates should state their relationship to each referee and at least one should be your current/most recent employer/head of chambers/relevant authority.
- References will be taken up for the successful candidate.

### **Evidence of qualifications & CPD**

- Candidates should bring evidence of their qualifications and relevant CPD to the interview.

### **Disciplinary proceedings and criminal convictions check**

- Due to the nature of the post, it is exempt from the Rehabilitation of Offenders Act 1974 and therefore any conviction, whether spent or unspent, must be declared.
- The successful candidate will be required to undergo the appropriate DBS checks.
- Applicants must specify in their application if they are subject of any ongoing complaint or disciplinary proceedings by any professional body to which they belong.
- If you have been subject to any completed disciplinary proceedings they must declare this fact and the outcome(s).
- The candidate should declare any other matters which they believe should be brought to the attention of the Local Authority, particularly bearing in mind the basic set of guiding principles in the Guide to Judicial Conduct.

### **Employment checks and eligibility to work in the UK**

- The successful candidate will be required to undergo the Council's pre-appointment medical screening and as candidates must be eligible to work in the UK, the candidate invited for interview will be required to provide original evidence of their eligibility to work in the UK.

### **Chief Coroner's role in the process**

- The Chief Coroner (or a nominated representative) will attend the interviews
- Their role is to ensure that the recruitment and selection process is transparent and fair, and to provide advice to the Council throughout the process regarding coronial matters or relevant issues
- Although the Chief Coroner or his nominee will be present they are not a formal member of the interview panel and as such will not be scoring or voting for candidates.
- No appointment will be made unless the Chief Coroner and the Lord Chancellor give their formal consent and ratify the local authority's decision on who they wish to appoint.

### **Interview location**

- HM Coroner's Office, Fairfield, Station Road, Cockermouth, Cumbria, CA13 9PT

### **Interview format**

- The interview will be a mix of questions and general discussion, and includes a short presentation.
- Candidates will be asked to attend 45 mins prior to their allotted interview time and to then prepare a short presentation on the given subject (to last no longer than 10mins). The topic/subject will be provided at the interview, and will be 'closed book'.
- You will be expected include details of your approach to the topic with any notes handed to the panel after the presentation.

- The interview will approximately follow the format /timetable below:

Arrival/housekeeping & review of the presentation topic	10 mins
Preparation for the presentation	30 mins
Formal interview <ul style="list-style-type: none"> <li>- Welcome/introductions</li> <li>- Overview of Cumbria Coroners Service</li> <li>- Presentation by candidate (Max. 10 mins)</li> <li>- Formal interview questions and discussions</li> <li>- Q &amp; A</li> </ul>	Approx. 60 mins

- The interview process, including the presentation, will be 'closed book'. However, a sheet of A4 with notes (by way of an 'aide memoire') is permitted during the formal questions and discussions. Candidates may also make notes during the interview.

## 8. RECRUITMENT AND INTERVIEW TIMETABLE

Closing date:	Midnight – Thursday 10 <sup>th</sup> May 2018
Interview date(s):	Monday - 4 <sup>th</sup> June 2018
Notification of successful candidate:	Notification of the successful candidate will be subject to the local authority receiving confirmation from the Chief Coroner, Ministry of Justice and the Lord Chancellor of their approval of the chosen candidate

### Notes:

- If you do not receive a response to your application by Friday 25<sup>th</sup> May 2018 please assume you have not been shortlisted and your application was unsuccessful.
- Feedback is available for those either not selected for interview, or those interviewed but who were unsuccessful. This will be provided only if requested, and in writing.
- We accept the successful candidate may be required to give notice to their current employer. However, we would anticipate the successful candidate taking up the post as soon as is practical, ideally no later than 1<sup>st</sup> September 2018.

### Interview panel

The interview panel will comprise of the following:

Ms Kally Cheema	HM Senior Coroner – Cumbria area ( <i>Chair of the panel</i> )
Andrew Smith	Professional Lead (HM Coroners Services)
To be confirmed	Representative of the Cumbria County Council
HM Senior Coroner (To be confirmed)	Representative of the Chief Coroner