H M C o r o n e r

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Candidate Information Pack:

HM ASSISTANT 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 to the post of Assistant Coroner. The role is to support HM Senior Coroner and HM Area 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 Service

2. ADVERT

Post: **HM Assistant Coroner – Cumbria (Three posts)**
(Casual / 'As and when required')

Salary: **Fixed daily rate - £400 per day**

Cumbria County Council as relevant authority for the Cumbria Coroner Area is seeking to appoint a new Assistant Coroner (Three posts) to support HM Senior Coroner.

The role is to support HM Senior / Area Coroners 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 help develop and further improve the Coroner services in Cumbria, 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 / Area Coroners 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 an essential part of this role.

The successful candidate will be required to demonstrate the following:

- Recent experience of Coronial law and procedures either from experience of working as an Assistant Coroner, or experience as appearing as an advocate in complex Coronial cases.
- Have a sound knowledge of the England Wales legal system, including Coronial law and the laws of evidence, the administration of the legal system and Court procedures
- Some knowledge of basic medicine would be an advantage.
- Practical experience in the conduct of Court proceedings and demonstrate the ability to handle highly sensitive or emotionally charged situations effectively.
- Good communication and interpersonal skills
- 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 emotional 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 any allocated caseload
- 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 desirable that the successful candidate will have proven back ground in the legal field, including case management.

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
- 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 Assistant Coroner will be based in the coroner's office and inquest court in Cockermouth, but will be at times be required to work at other locations within Cumbria to meet service needs.

It would be beneficial that the successful candidate resides within a reasonable commutable distance from this office.

As required the Lord Chancellor 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, provide a supporting statement detailing how they feel they meet the criteria required for the post and provide a CV detailing your career to date.

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

The web link to local authority jobs pages: https://www.cumbria.gov.uk/jobs.asp

Closing date for applications:	Midnight – Thursday 10th May 2018
Interview dates:	Tuesday 5th and Wednesday 6th 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.

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 costal 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 heath 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. Post mortem examinations are conducted at two Hospital Trusts by hospital pathologists (Carlisle and Lancaster). In 2017 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 also held in other local authority accommodation (such as 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

- The 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 / Area Coroners will lead on all coronial activities and conduct inquests that are complex, protracted or likely to attract significant media interest, but Assistant Coroners may also be required to cover these from time to time.

Support Team

- The support team within the service is as follows:
  2 fte - Lead Coroners Officers
  2 fte - 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 provides volunteers to provide support at inquest for familes, the bereaved and witnesses

Daily operations

- The offices open Monday-Friday between 9am and 5pm.
- HM Coroners also need to be available outside the above hours to deal with such as emergencies and any other urgent requests.

Working hours and patterns

- HM Senior Coroner will allocate work and agree the days that Assistant Coroners will be required to be available or work.
- Whilst it is not possible to state the exact number of days, frequency or working pattern an Assistant Coroner will be required, as this will be dependant upon demand, but as is reasonably practical work will be allocated based on availability, ability but ensuring all Assistants have similar amount.
- As recommended by the Chief Coroner all Assistant Coroners should work a minimum of 15 days per year in order to maintain their coronial knowledge and skills.
- Historically in Cumbria the number of days worked has been more than 15, and we would expect individuals to be available as appropriate to meet the needs of the service.

4. JOB PROFILE

Post Title	***Assistant Coroner***
Service Area	*Cumbria Coroners Service*
Contact point:	*Professional Lead – HM Coroners Services*
Salary	*£400 per day*
Hours	*To meet the statutory needs of the service, as directed by HM Senior Coroner*
Location	*Fairfield, Station Road, Cockermouth, Cumbria, CA14 9PT*

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 support the development and further improve the Coroner services in Cumbria, whilst ensuring any legal and statutory responsibilities are met.

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 comply with, and uphold the standards articulated in the Guide to Judicial Conduct
- As an independent judicial officer holder within the Coroners service, which is part of the England and Wales judicial system, discharge any duties in accordance with the Coroners & Justice Act 2009 and the rules and regulations these index.
- 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 help deliver value for money with regard to efficiency, effectiveness and the use of resources, as well as seeking continual improvements.
- To 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 in managing 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 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 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.
- Provide instruction, plus the occasional allocation and checking of the work, of the business support team .
- Ensure a safe and harmonious working environment and promote the Council's values in the performance of all aspects of their role.
- 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
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
Supporting the core values and behaviours within the local authority: - Take **responsibility** for our actions - Demonstrate a **positive** flexible attitude - Act with **honesty** and **respect** for others - **Communicate** in a clear and constructive way - Be committed to '**One Team'**		

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 MoJ training record)

Knowledge

- 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
- Some knowledge of the 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
- Experience of operational management including case load management, co-ordinating staff and coordinating/ cooperating with other stakholders / agencies.

Skills

- Awareness of the structures and procedures of local authorities
- 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
- Deal with sensitive and emotionally charged situations that require sensitive handling and confident/positive judgement
- 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
- Be receptive to new ideas and diverse needs
- Produce clear reasoned decisions and conclusions promptly after inquest
- Be able to inspire respect and confidence
- Work at speed and under pressure, and organise time effectively
- Awareness of budgetary pressures and the impact of decisions on the budget
- Ability to effectively manage resources
- Work constructively with all stakeholders, e.g. Local Authority, the Police, media.

People

- Whilst the post holder has no direct reportees, he/she will be required to allocate work/tasks/duties, give direction and support 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 HM 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

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 required to attend any mandatory Judical Collage training
- The post holder will be responsible for maintaining sufficient Continual Professional Development such as legislation, Chief Coroners Guidance, best practice, etc.
- Where appropriate the post holder should assist in the learning and development of others within the service.

6. SUMMARY OF TERMS & CONDITIONS OF ASSISTANT CORONERS

The conditions of service applicable to the post are those set out in Schedule 3, Coroners and Justice Act 2009. Assistant Coroners hold the office on the terms agreed by the HM Senior C Coroner and the local authority.

Status

- All Coroners are Independent Judicial Officer and not an employee of the Council.
- Initially term of the post is 12 months and thereafter, subject to satisfactory performance, a renewable term of 3 years.

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 he needs of the service
- The post holder will be expected to live within a reasonable commutable distance from the office.
- Any business travel is paid in accordance with the local authority travel & subsistence policy

Salary

- The post is a fee based appointment
- The fee payable is £400 per day (minimum 7.5 Hours)
- Pro-rata payment is made where less than a full day is worked.
- Assistant Coroners will be paid through the local authority payroll system, and subject to any applicable statutory deductions (i.e. Tax, NI, etc.)

Hours of work

- When HM Senior Coroner is satisfied that you have completed the necessary induction, training and familiarisation, he will discuss and allocate cases as appropriate.
- There are no guarantees made regarding the days worked each year, however, as per the Chief Coroners guidance a minimum of 15 days per year should be worked.
- The Senior Coroner will agree any on-going training requirements.
- Whilst hopefuly infrequent there may be occasions when you are called upon at short notice (such as sickness, mass fatalities or peaks in demand). Availability on these occasions would be appreciated.

Holiday entitlement

- No leave entitlement is applicable for this post (fee based position)

Pension Scheme

- Assistant Coroners have to opportunity to join the Local Government Pension Scheme (LGPS), and the scheme is contributory.

Payment of expenses

- Any resources, equipment or services should be agreed in advance and purchased through the Council's procurement processes
- 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 agree with the local authority prior to purchase and remain with the service should you resign.
- No payments will be made in respect of home broadband services or telephone services.
- A laptop will be provided for business purposes

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 single trip, 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 appropriate hire cars or pool cars can be used for longer journeys 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 events
- These should be agreed with the local authority in advance

Indemnity

- The Council will indemnify the Assistant 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 Assistant 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 six months' notice for retirement or 3 months for resignation is requested in order that 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 Assistant 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/)

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 two 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.
  - ⇨ Efficient management and organisation
  - ⇨ Up to date knowledge of coroner law and guidance
  - ⇨ 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
- Applications that do not include the appropriate 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 <u>on a separate sheet to your supporting statement</u>, 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

- <u>Candidates should bring evidence of their qualifications and relevant CPD to the interview</u>.

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

- 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 approx. 45 mins prior to their allotted interview time and to then prepare a short presentation on the given subject (to last no longer than 5mins). 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	Up to 30mins
Formal interview - Welcome/introductions - Overview of Cumbria Coroners Service - Presentation by candidate (Max. 5 mins) - Formal interview questions and discussions - Q & A	Approx. 45 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 10th May 2018
Interview date(s):	Tuesday 5th and Wednesday 6th June 2018
Notification of successful candidate:	Notification of the successful candidsate 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 25th 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.
- It is anticipated that the successful candidate will take up the post as soon as is practical.

Interview panel

The interview panel will comprise of the following:

Ms Kally Cheema	HM Senior Coroner *(Chair of the panel)*
Andrew Smith	Professional Lead (HM Coroners Services)
To be confirmed	Representative of Cumbria County Council