

Job Title	Coroners (Investigation) Officer
Typical Duties (may include but not limited to), the post holder will:	
<ol style="list-style-type: none"> 1. with regards to judicial decisions act at all times under the express or implied direction of the coroner 2. seek guidance when necessary but at all times work under the management and further direction and guidance of the coroners' office manager or head of service as relevant 3. play a full role as part of the KCC coroner service team of coroners investigation officers, coroners court officers, coroners court ushers, support and assist colleagues and if appropriate mentor new team members 4. act within the scope of coroner law, other relevant statutory provisions and case law. To comply with the chief coroner's written advice and guidance 5. acquire through training and self-directed learning, knowledge and a working understanding of: coroner law and practice; medical terminology and causes of death; effective communication; and religious and cultural considerations in death 6. undergo compulsory chief coroner training, local training in the coroner's office itself or as required by KCC and to undertake continuous professional development activities outside normal working time 7. comply with the standard practice and procedures of the Kent coroner's service and Kent County Council 8. adhere to the Kent Code and the policies and procedures under KCC Terms and Conditions and the specific policies of the Coroner Service itself 9. receive reports of deaths on behalf of the coroner, the role is primarily office based but exceptionally you may be required, both during working hours and out of hours, to attend and investigate scenes of death or other venues in Kent to gather evidence, ensuring all evidence obtained for the coroner is appropriately safeguarded, 10. explain each step of the coroner process to the next of kin and keep the family and interested persons informed of progress including any delay 11. make preliminary inquiries of each death, assimilate the information into a report, create a database entry and report to the coroner in all cases, so that the coroner may make the appropriate judicial decision 12. arrange where appropriate for the transfer of the body to the mortuary and liaise with mortuary staff and coroners body removal contractors 13. arrange a post-mortem examination, autopsy or by way of imaging, as and when directed by the coroner and provide the pathologist or other specialist with all relevant information in advance of the examination(s) 14. attend forensic post-mortems on behalf of the coroner 15. inform the appropriate person(s) that: a post-mortem is to be held according to the statutory requirements and local protocols 16. inform the appropriate person(s) that material is retained and obtain direction for the disposal once the coroners function is ended; inform the pathologist or toxicologist of the directions, check that the relevant report confirms the material has been dealt with according to the instructions 17. liaise where appropriate with registrars of births and deaths, crematorium referees, funeral directors and bereavement offices and any other relevant professional partner 18. make all relevant inquiries where an investigation is started, on behalf of and at the direction of the coroner to include: liaising with any police investigation and other emergency services, medical inquiries of GPs and hospitals, work histories and any inquiries necessary for the purpose of a full and thorough investigation 19. obtain the relevant evidence with a view to ascertaining identification of the deceased on behalf of and as directed by the coroner 20. ensure all relevant evidence pertinent to any relevant issue (including witness statements) is secured where an investigation is started, on behalf of and at the direction of the coroner 21. create an investigation case file with a view to ascertaining when, where and how the deceased came by his/her death, including the medical cause of death 	

22. liaise with the family, interested persons and witnesses to determine availability and then liaise with the coroner and coroner's (court) officer to arrange for dates of the opening of the inquest, the inquest hearing and any pre-inquest hearings, as required by the coroner
23. prepare for the coroner an investigation case file for an inquest hearing where required
24. effectively manage a caseload as directed, adopting the agreed protocol for reviewing ongoing cases to meet the local and statutory time frames
25. record all notifications on the case record and note all actions taken and reasons for inaction
26. make relevant disclosure to interested persons, as directed by the coroner
27. respond promptly and politely to requests for information and explanation, whether by telephone, written communication or in person
28. liaise with the coroner's court officers for the handover of cases ready to be heard at inquest, ensure the coroner and jury (if present) is in possession of all the relevant documents and associated exhibits
29. attend court and give evidence as required
30. respond to all telephone calls and e-mail enquiries promptly and communicate with all members of the public, particularly bereaved family members, with sensitivity and compassion
31. treat people inside and outside the office with dignity and respect at all times, appreciating equality and diversity
32. maintain confidentiality where required and comply with KCC information governance policy
33. complete other investigative tasks, including making arrangements for transfers of investigations in or out of the coroner area, obtaining information for Out of England orders at the direction of the coroner
34. alert the line manager and coroner (as appropriate) at the earliest opportunity where there is a potential issue or complaint
35. operate and maintain the coroners case management database as necessary: produce statutory documents, other forms and reports as required; provide the data for entry onto the investigation case management tracker, complete case related administrative tasks as relevant
36. liaise with the coroner's court officer to arrange for translators, interpreters or process servers
37. participate in the standby duty rota to deal promptly and effectively with out of hours work
38. maintain a professional attitude, promote the Kent coroner service and KCC in a positive manner and adhere to individual or team performance and behaviour targets