



**Post Title: Coroners Officer
Grade: E**

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

To deliver a high quality, modern and responsive coronial service. To support HM Coroner in taking reports of deaths, investigating causes of death and convening inquests in accordance with the Coroners & Justice Act 2009.

To support HM Senior Coroner, HM Assistant Coroners and the Service Manager in delivering a responsive, professional and robust service.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

- 1 To receive and process reports of death within Nottinghamshire, considering what action to take including allocating to appropriate colleagues and liaison with HM Coroner, service manager and other professionals.
- 2 To discuss causes of death with medical professionals and advise on issuing of acceptable death certificates.
- 3 To take reports of suspicious deaths from the police, discuss involvement with statutory services where necessary, and collate all information to enable HM Coroner to decide on further action as appropriate.
- 4 To discuss deaths with bereaved relatives and advise where appropriate including details of post-mortem examinations required.



- 5 To collate information and report findings of investigations to pathologists with regard to post-mortem examinations and co-ordination of removal of bodies, organ donation and tissue retention.
- 6 To process post-mortem examination results, discuss with pathologists and others where necessary. Discuss implications with medical professionals and seek relative's consent for subsequent disposal. Prepare statutory documentation in relation to the death.
- 7 To process reports and make enquiries on behalf of HM Coroner concerning suspected treasure finds and the safe keeping of same.
- 8 Prepare inquest files including preparatory documentation, summoning witnesses and jurors in accordance with regulations. Liaise with HM Coroner, witnesses, jurors, bereaved relatives, legal representatives and other interested parties in this respect and ensuring all arrangements to facilitate a court hearing are in place.
- 9 To assist HM Coroner in court duties including the setup of specialist recording equipment.
- 10 To provide the highest quality service to families, internal and external customers and stakeholders.
- 11 To always maintain confidentiality and ensure timely and proper disposal of confidential and sensitive material.
- 12 To undertake training and train others where necessary.
- 13 To ensure the council's Key Performance Indicators and to ensure compliance with the Coroner's & Justice Act 2009.

Numbers and grades of any staff supervised by the post holder: None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

**Produced by: Flora Cameron
Date: November 2025**



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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.		✓	
Technical Skills and Knowledge	Proven successful office experience in a high pressured and sensitive environment. Able to produce neat, clear and accurate work and have good numeracy skills.	✓	✓	
	Ability to apply complex medical terms and discuss with professional stakeholders and bereaved families in a professional and understanding manner.		✓	
	Ability to learn new and complex procedures and to explain difficult and complex terms clearly and with empathy.	✓	✓	
	Ability to demonstrate excellent and accurate computer skills and the ability to use a variety of software packages and applications to support the delivery of the service.	✓	✓	
	Ability to be organised and meet deadlines, prioritising work and managing a caseload.	✓	✓	
	Ability to make decisions without supervision and relying on judgement and technical skills and knowledge. Confident in making decision which have an effect directly on customers and colleagues and may have direct legal implications.	✓	✓	
	A full understanding of customer care and the ability to deal with customers with tact, discretion and understanding, and to be able to deal with challenging and emotional behaviour.		✓	

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	Ability to explain complex procedures and regulations to customers and stakeholders of Nottingham City Council in a clear and concise manner personally, verbally or by correspondence, whilst being aware of the sometimes difficult and distressing nature of the information.	✓	✓	
Qualification requirement		✓	✓	✓
A - Application	AC – Assessment Centre	D – Documentary		