

JOB DESCRIPTION

APPENDIX C

A. POST DETAILS:

Job Title:	Coroner's Enquiry Coordinator	Current Grade:	A006
Department:	Crime	Area:	B and C Division
Reports To:	Detective Sergeant	No of Posts:	11
Level of vetting:		Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The post holder will provide specialist investigatory services to the relevant Division that relate to the preparation of case files for non-suspicious fatalities and non-suspicious incidents that have resulted in life threatening injury that take place on BTP jurisdiction. They will conduct investigations into any fatalities, compile evidence for the Coroner, attend Inquests, and present evidence when required to do so.

They will act as a single point of contact for the next of kin and other interested family members throughout the duration of the case, doing so in a thorough and sensitive manner, ensuring that their actions both assist the family and help BTP to mitigate any risks they may face in relation to these types of cases.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

NA

Staff Responsibilities – Direct or Non-Direct

NA

Any Other Statistical Data

During 2015 – 2016 there were 588 incidents on the railway where someone died or suffered from life threatening injuries. This means that each investigator would manage on average more than 50 cases per year.

If a fatality investigation is deemed to be inadequately investigated by the Coroner, IPCC or PSD, there is potential for either a Public Liability claim or Human Rights claim to be brought against the Force.

Damages associated with these types of claims (depending on the circumstances and the severity of the omission and / or mistake) settlements can range between £20,000 and £350,000. In addition to the damages all associated legal fees would be claimable which could be a significant amount depending on the settlement figure.

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Provide the full range of investigation and evidence management services to the Division/Sub-Division relating to non-suspicious fatalities or non-suspicious incidents that have lead to life threatening injury on BTP jurisdiction, following the relevant BTP policies and processes (such as the Minimum Standards of Investigation policy) and preparing and submitting a thorough Coroners File via the Detective Sergeant within the specified time limits. . This will include:

- Attending the scene of a fatality (where required) and managing the collection of evidence, adhering to the relevant BTP policies and manuals of guidance (for example the Fatality Management and Complex Body Recovery MOGs).
- Act as a single point of contact for the Coroner/Coroners officer updating of the incident and also on the progress of the investigation and taking instruction
- Acting as a single point of contact for the family, taking and completing any relevant statements.
- Contacting potential witnesses, including the train driver and taking and keeping statements.
- Collating and viewing CCTV
- Submitting items of evidential value to the Hi Tech Crime Unit for analysis.
- Undertaking basic Intelligence checks.
- Attend Post Mortems as and when required should there be complications as to the cause of death, obtaining first-hand information.
- Attend all Inquests representing BTP and support H. M. Coroner in providing evidence to the court. When not able to attend Inquests, must ensure that adequate cover is provided by a nominated officer, fully briefing them on the case so that they can deal with any queries that might arise..
- Conducting enquiries in conjunction with other relevant agencies that may have an interest in the death i.e. Network Rail, Train Operating Companies, RAIB, HSE Rail Inspectorate, ORR and providing statistical returns to those organisations when required.
- Ensure that the case is properly resulted with the relevant departments and on the relevant systems, such as SPMH, Legal Services, Niche etc

Manage the relationship with the family/next of kin of the deceased person, making contact with them within 24 hours of the incident and providing them with details of who will own the case and who will be the single point of contact for them up to and including the finalising of the Inquest. Provide updates during the course of the investigation in accordance with the Bereaved Charter and ensure that all contact with all parties is documented on NICHE. Arrange for the safe return of any of property to the family.

Take ownership of each allocated fatality ensuring that the relevant H.M Coroner's office are informed of the details of the incident and deceased involved, advising them where there is a possibility of a criminal investigation. Liaising with relevant BTP departments and external agencies in order to provide HM Coroner with formal identification, for example the Scenes of Crime Department (SOCO) in relation fingerprint identification.

Identify any cases that may pose a risk to BTP in terms of civil litigation, escalate this risk to the BTP Legal Services Department and keep them updated throughout the development of the case.

Ensure that officers that attend Fatalities and Sudden Deaths have complied with the Fatality Management MOG and have provided an evidential account of their role, failing that to make follow up enquiries to ensure the subsequent Coroners File has sufficiency of evidence to allow an outcome to be concluded upon. Briefing local officers on changes to the MOG and escalating any issues to the Inspector Fatality Management for inclusion in the Bi Weekly Fatality Management meetings and any relevant training programmes.

Offer Victim Support to any other agency considered necessary as appropriate and to provide primary victim/witnesses with access to a range of other support options that may be identified as pertinent to the individual in line with their needs, such as specific requirements for Children of the deceased and providing copies of relevant booklets (for example 'where to go for support' and 'bereavement').

Liaise with the Senior Investigating Officer (SIO) in relation to those fatalities classified as Unexplained or Suspicious, providing any information gathered that might be used by the MSOC team in their investigation of the case and undertaking any initial actions required by the SIO.

Liaise with the Professional Standards Department (PSD) and the Independent Police Complaints Commission (IPCC) where it is suspected that the deceased has had recent contact with the police (DSI

Incident)).

Comply with Health and Safety responsibilities and the provisions of the British Transport Police's Equal Opportunities Policy and Data Protection legislation.

Consider whether the British Transport Police are likely to be an "interested party" in relation to Article 2 Inquests (European Convention on Human Rights, the Right to Life), and advise Legal Services so that legal representation can be considered.

E. DECISION MAKING:

Make decisions

Determining the strategy that will be used for the management of investigations and following up appropriate leads

Decisions regarding the family and loved ones, the level of support that they will need and actions that can be taken to provide this.

Significant say in decisions

Deciding what information and cases need to be escalated to MSOC and Legal Services.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Police Officers of all ranks: regarding the initial management of the case.

CCTV, SOCO: in relation to the gathering of evidence and the identification of the deceased.

Legal Services: to make them aware of the case and provide relevant reports 24hrs and 3 months after the incident.

Legal Services Department: the Investigators will have regular dialogue with the Inquest and Fatality Manager in order for the Manager to provide guidance regarding Coroner's court, the investigation file and Coroner interaction.

Professional Standards: regarding identifying if there has been any previous police contact.

MSOC: in relation to any unexplained, suspicious fatalities or cases involving children, young or vulnerable people.

External

The Coroners Office: liaison with the coroners officer throughout the case to ensure understanding and fulfillment of the requirements of the Coroners Court. Meetings with the Coroner in relation to contentious or high risk cases or where the Coroner has specific queries about the case.

Train Operating Companies (TOCs): to manage the gathering of evidence and assist with the welfare of any witnesses.

Home Office (HO) Forces: to gather evidence where the HO Force was present on the scene. Liaison with the HO Force where the person was known to them or had been registered as a missing person. Liaison with the HO Force where the death is being investigated as being as a result of police action.

Rail Accident Investigation Board & Office of Rail Road: to share evidence and information and understand each other's roles within the investigation of a fatality.

Health and Safety Executive: to report any Health and Safety issues and share relevant and disclosable information.

Victims' Families or loved ones: acting as a SPOC, providing them with updates throughout the case.

Train Staff, Witnesses and Members of the Public: in order to gather evidence and take statements.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Educated to degree level in criminology or a social science research based subject, or an equivalent qualification or relevant work experience.

Clean UK Driving License

Experience:

A highly experienced investigator, with the proven ability to gather and present evidence, take witness statements and compile good quality comprehensive case files.

Highly experienced in dealing with bereaved people, people who's family/loved ones have life threatening injuries or those who have been involved in the cause of such injuries, with proven emotional intelligence and the ability to show empathy whilst gathering critical information and/or evidence.

Demonstrable experience of working within the criminal justice service, with a particular focus on satisfying the needs of and compiling evidence for the HM Coroners Office.

Analytical or data gathering experience, with the ability to review data and make sound decisions that limit the risk to the organisation and follow company policy.

Skills:

Excellent written and verbal communication skills, the post holder needs to be able to confidently liaise with senior management, members of the public and external bodies. They also need to be able to prepare files and reports that satisfy the needs to the HM Coroners Office.

Excellent interpersonal skills, with the ability to quickly build a rapport with people under difficult circumstances, showing the correct level of empathy whilst using their skills to collate relevant information.

Very good time management, prioritisation and organisation skills are a must, the post holder needs to be able to manage a large case load, with multiple competing deadlines and be able to respond well to short notice changes in demand and have the flexibility to deal with the differing needs of people.

Analytical and data gathering skills with a proven ability to identify investigative leads, interpret the resulting data and use this to produce informative documents and reports.

Very good attention to detail, the post holder will need to be able to ensure the accuracy of the information they receive and the reports they produce.

Very good resilience, with the ability to answer questions and present evidence in very demanding and emotional circumstances.

A good team player who is flexible in their approach to work and willing to change their work plans in order to meet the wider demands of the department.

Knowledge:

IT literate and able to use a range of computer packages including Microsoft Office

Good understanding of the Criminal Justice System including knowledge of the Coroners and Justice Act 2009 and other Acts of Parliament by which BTP are governed.

Desired Criteria:**Qualifications and Training:**

PIP Level 1 Investigator

Track Safety Trained

Family Liaison Officer trained

Experience:**Skills:****Knowledge:**

Understanding of the rules relating to disclosure of information and the Management of Police Information

Awareness of the risks relating to civil litigation that can be linked to fatality cases.

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The post holder is required to work 37 hours per week, but should also be prepared to be flexible in terms of when these hours are worked and expect to work some weekends or evenings. The post holder should hold a current UK driving license as driving long distances is part of the role.

The post holder is required to comply with any statutory and legal requirements, as well as internal policies and procedures which include;

Data Protection; Freedom of Information; Security of Information; Government Protective Marking Scheme & Standard Operating Procedures and Manuals of Guidance

I. AUTHORISATION DETAILS

Prepared By: Miranda Smith

Date: 28/03/2017

Divisional Commander
/FHQ HoD: D/CSupt Jason Bunyard

Date: 28/03/2017

Evaluation Panel:

Date: