Job Profile

Gloucestershire Coroner's Court - Court Usher

Grade: 2

About the Job - to provide full support to His Majesty's Senior Coroner for Gloucestershire, her Area Coroner, the Coroner's Operations Officer, and the Senior Coroner's Officer with regard to the conduct of inquest hearings at the Gloucestershire Coroner's Court as set out below. To work with the Centre staff to ensure an efficient and effective Coroner service is provided to the public. Such duties may vary from time to time without changing the general character of the post or the level of responsibility required.

This is what we need you to do...

- To attend His Majesty's Coroner's Court on the days when inquests are scheduled to be held, and to liaise with the Coroner's Officers with regard to the number and type of inquest hearings, the names of the Jurors, relatives, witnesses and other interested parties expected to attend.
- To attend the Coroner's Court 45 minutes before the scheduled start of inquest hearings to ensure that the Court room and related accommodation is in a suitable condition for use. When necessary, to prepare the courtroom prior to inquests and to clear the room afterwards.
- To check the arrival of jurors, relatives, witnesses and other interested parties required to attend and to inform the Coroner and the Coroner's officers of all persons in attendance, and to advise them of any issues, or matters arising.
- To meet the persons attending and give them guidance on such matters as where to wait, the layout of the building, and car parking. Bring persons into Court at the relvant time and provide them with verbal administrative guidance on the Court protocols and etiquette.
- To ensure that the building remains open to the public and accesible throughout the day's proceedings, after which it should be checked for security before closure and to provide any general assistance as maybe required.
- To undertake such other duties and responsibilities as are allocated from time to time by the Senior Coroner or her officers.
- The postholder will endeavour to adhere to all relevant health and safety policy and instructions and to take all reasonable care not to do anything that might endanger themselves or others; to report to their line manager any dangerous situations in the workplace or any shortcomings in health and safety arrangements identified.
- To comply with the arrangements made to deliver these services in accordance with the Gloucestershire County Council's Equality, Diversity and Inclusion policy.

Special Conditions

- The post requires an individual who has a mature outlook, and who has a sympathetic but quietly authoritative nature.

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Ideally, the postholder should have a knowledge of Coroner's Court procedure, and previous experience of dealing with people who are in difficult situations or distressed. However, full on-the-job training will be provided to the successful candidate.

Knowledge, Skills and Understanding

- A calm authoritative manner with an ability to communicate at the appropriate level tailored to the needs of your audience, including the vulnerable and distressed, whilst also recognising the importance of being able to take control of the situation in certain circumstances.

Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our website
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence

Education & Qualifications

Essential

- **None**

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