



JOB DESCRIPTION

Directorate: Corporate Services

Service: HM Coroners Service

Post Details

Job Title: Administration Officer

Primary purpose of the roles is to *provide clerical and administrative support to the Coroners service, ensuring the service is in line with statutes and related guidance in an effective and efficient manner*

JE Reference A11263

Grade: 4

Location of Work: HM Coroner's Office, Museum Street, Warrington, and other Council locations as required

Directly Responsible To: Team Leader, HM Coroners Service and Business Support Manager

Directly Responsible For: N/A

Hours of Duty: 37 hours per week, weekdays

Primary Purpose and Scope of the Job

- To provide clerical and administrative support to the Coroners service, ensuring the service is in line with statutes and related guidance in an effective and efficient manner.
- The administration team will consist of 3 officers; the roles will be interchangeable to ensure there is sufficient cover and resilience within the service at all times.

Key Tasks and Responsibilities

Key tasks and responsibilities of each administrative role will cover:

1. Ensuring invoicing processes are in place and undertaken in an effective and timely manner in line with the Councils financial regulations
2. Opening bundles preparation
3. Juror expenses are processed in a timely manner
4. Death Certificates/ROI/Suspensions
5. Treasure inquest bundle preparation
6. Court diary support

7. Inquest file preparation
8. Jury summonses - issue and responses
9. Ensure on a rota basis the phone lines and mailbox into the service are covered in line with the operating hours of the service
10. Hearing recording disclosure
11. Inquest file preparation
12. All staff will engage with stakeholders of the service in an efficient and professional manner, at all times.
13. Support the Team Leader and Business Support Manager, where required, to prepare and present performance data relating to all aspects of the service.
14. Act on own initiative to ensure all tasks are undertaken in line with the service procedures manual, dealing independently, where required, with unanticipated problems and situations, reporting any issues to the Team Leader and Business Support Manager.
15. Have a proactive attitude to work, exercising high levels of discretion and confidentiality.

Special Conditions

To carry out all duties with due regard to confidentiality and data protection regulations.

Promote the equality and diversity agenda in line with Corporate Objectives ensuring all aspects of the job role take account of Equality Impact Assessment requirements.

The post holder must carry out the duties with full regard to all associated Council policies that impact upon the job role.

To undertake such additional duties as are reasonably commensurate with the level of this post

In addition, the post holder will undertake such other duties and responsibilities as may be determined by HM Coroner from time to time, up to or at a level consistent with the principal duties and responsibilities of the job.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / revised by

Claire O Flaherty 16th March 2026

Agreed job description signed by holder

(To be signed only following appointment)

Date job description signed by holder
