



Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

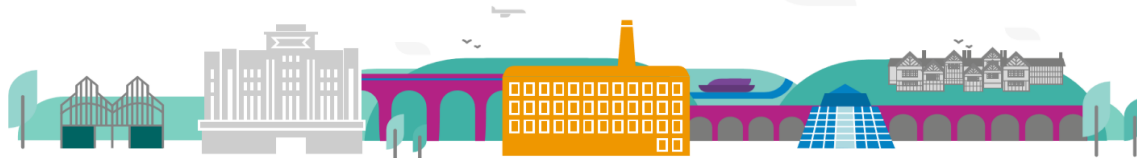
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





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About the Job

Role:	Coroners Court Clerk (Casual)
Service Area:	Coroner's Office
Directorate:	Services to Place
Salary Grade:	Scale 3 (Casual)

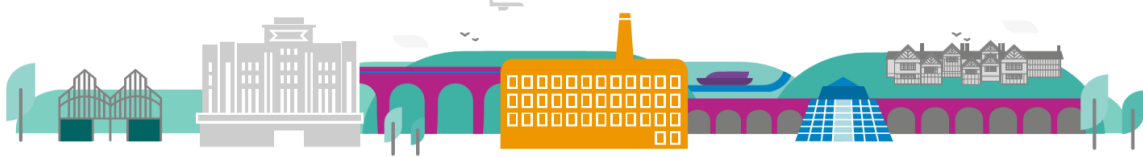
Main Purpose of the Job

To manage the conduct of His Majesty's Coroner's Court for the Greater Manchester South District during Inquest hearings and provide appropriate information to all participants. To ensure subsequent documentation is produced accurately and maintain an efficient archiving system for concluded cases in accordance with given guidelines.

Responsibility for Audio/Visual equipment used to record Inquests and view evidence etc. Backing up to storage medium.

Key Responsibilities

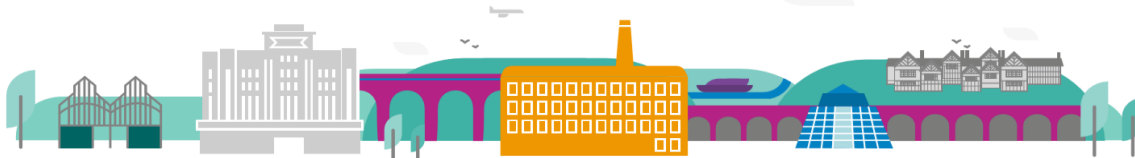
- To manage the court as directed by His Majesty's Coroner during Inquest hearings and provide sensitive appropriate information to bereaved relatives, witnesses and legal representatives.
- To prepare in advance relevant files and witness statements and to ensure all are available as required. To assist as needed - all persons attending the court (family members, legal representatives, witness, jurors, the press and members of the public) and ensure all are correctly seated. To ensure that the court room is tidy at all times - removing trip hazards or other obstacles as may arise. To undertake security checks from time to time when the court is sitting. To take responsibility for "time-keeping" issues to ensure that the court schedule is maintained. To inform and provide guidance to other properly interested persons and other agencies/professionals in court as appropriate. To copy material as directed by the Coroner.
- The Court Clerk is responsible for the upkeep of the PA/ recording equipment operational within the Court. DVD/TV's and any other medium used for the showing evidence etc. Liaison with contractors (as required) with regard to maintenance



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issues. When requested, the Court Clerk is to provide a portable "loop system" - those areas where no permanent fixture in place.

- The Court Clerk must check the digital recording equipment prior to the commencement of court and to ensure that all proceedings are recorded. To transfer to an appropriate storage medium (via laptop computer) at the conclusion of the session and to ensure that all recorded material is available at any time should a transcript be required.
- To prepare statutory documents to enable the registration of deaths after the conclusion of Inquests. Liaison with the Registrar of Deaths as required.
- The Court Clerk is responsible for ensuring that witnesses and jurors are informed how to claim expenses as entitled.
- Hard-copy material must by law be stored for a minimum of 15 years (longer if the Coroner so wishes). The Court Clerk is required to take responsibility for the archive storage of such material (on and off the premises at Mount Tabor), to ensure that these are correctly indexed and readily available if required.
- To undertake general reception duties, assistance to the Coroner's Officers, Clerical Officers, Police Coroners Officers and others that may be required.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.
- Research and retrieve archived reports and Inquest files.
- To assist those clients who are disabled. To ensure that disabled persons are met and arrange for someone to accompany them to their destination remaining to look after them at all times.
- Be able to provide First Aid assistance, with the necessary experience and training.
- Ensure that all software and databases are kept completely up to date to enable accurate dissemination of information and comprehensive statistics to be produced as necessary. Complete regular error checks on the dedicated Coroner's software.
- To accept responsibility for own workload to a pre-determined deadline and ensure that tasks are completed within the appropriate timescale.



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- Smart dress is a requirement of the employment within the Coroner's Office and should be observed at all times (unless agreed by the Coroner). Name badges should also be worn at all times.
- To perform any other function or task which Her Majesty's Coroner may reasonably require in order to fulfil his/her statutory requirements
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
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Additional Information

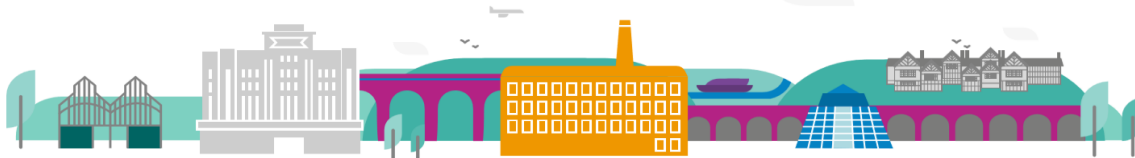
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.



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- Ability to communicate effectively and sympathetically, with colleagues, the bereaved, members of the public and partners from outside organisations.
- Ability to work independently or in a team using a high level of initiative.
- Ability to perform well under pressure in a busy environment.
- Experience of working within a court environment.
- Detailed understanding of file systems, archiving and storage.
- Attention to detail and high levels of accuracy
- Computer skills including the use of Word Processing.
- Knowledge of the Coroner's Office specialist software.
- Knowledge of law and practice as it relates to matters arising in the Coroner's Service
- Literacy and numeracy skills.
- Communicating effectively
- Being Customer focused
- Understands and actively supports Stockport Council's diversity and equality policy.
- To meet Stockport Council's standard of attendance.
- A willingness to be flexible in a changing environment