

POSITION TITLE:	Coroner	POSITION NUMBER(S):	
DIVISION: (e.g., Division, Region, Department)	BC Coroners Service		
UNIT: (e.g., Branch, Area, District)	Regional or Specialty Investigative Unit	LOCATION:	
SUPERVISOR'S TITLE:	Director, Regional or Specialty Investigative Unit	POSITION NUMBER:	
SUPERVISOR'S CLASSIFICATION:	Band 4	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

The BC Coroners Service is responsible, under the Coroners Act, for conducting thorough, independent investigations of all factors contributing to the unexpected, unattended or unexplained deaths of persons in BC; and for issuing related recommendations to assist in preventing future deaths and improving community safety and quality of life for all British Columbians. Additional details may be found at: <http://gov.bc.ca/coroners/>

PURPOSE OF POSITION

The Coroner is a medical/legal death investigator with primary focus on complex death investigations. The Coroner is responsible for establishing and making public the identity of the decedent, when, where, how and by what means the decedent died. The Coroner concludes the investigation by way of a formal public coroner's report or may preside over a formal jury at an Inquest. In addition, the Coroner makes recommendations where appropriate to prevent future loss of life under similar circumstances.

NATURE OF WORK AND POSITION LINKS

The Coroner, under the direction of the Director, works in a challenging and time-sensitive environment, conducting investigations that may be complex or high profile in nature. Primary activities include assuming jurisdiction in investigations initially attended by a Community Coroner, analysis of scene and medical history, and identifying necessary investigative follow-up including the need for post mortem examinations. In some circumstances attendance at the scene of death for collection of additional information may be required. The Coroner monitors trends to ensure that information in support of public safety is collected and disseminated in a timely manner. He/she is a vital link to family members or next-of-kin ensuring that they are informed of investigative activities and information about the death as available. Each investigation is concluded by a coroner's report or public inquest where the aspects of death prevention can be addressed.

Position links:

- Law enforcement agencies – to collect information, provide relevant investigative direction
- Physicians/hospital staff – to collect relevant medical information, to provide information
- Family/Next-of-kin – to provide factual information, support and direction
- Pathologists/toxicologists – to provide relevant information, to consult during the investigation
- Other agencies (i.e. WorkSafeBC, TSB, IIO, Public Trustee) – liaising and exchanging relevant investigative information

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- Receives reports of death from Community Coroners, and attends the scene of death, as necessary, to gather additional information.
- Determines the nature and extent of the investigation required to establish the identity of the decedent, how, when and where the decedent died and the means of death in all cases where jurisdiction is accepted
- In cases where jurisdiction is accepted by another coroner, the Special Investigations Coroner supports the investigation by providing advice, assistance and expertise.
- Enters, updates, and maintains accurate information in the Coroners Service database in a timely manner.
- Certifies unnatural deaths under the *Vital Statistics Act*
- Exercises legislative power to enter places to examine deceased persons and records germane to an investigation
- Directs investigations and concludes the investigation by way of a formal public report or public Inquest
- Assumes jurisdiction or provides advice on a subset of deaths as determined by the Director to ensure uniformity of investigations, timely exchange of relevant information and accurate and timely reports.
- Makes recommendations which will prevent future loss of life under similar circumstances, focusing public attention on and initiating public response to preventable deaths
- Develops and maintains effective relationships with agencies, organizations and institutions who have a vested interest in the death investigation
- Contributes to the positive image of the Province of British Columbia, Ministry of Public Safety and Solicitor General, and the Coroners Service by providing prompt, courteous and effective service to the public in connection with the administration of the *Coroners Act* and related statutes dealing with death
- Reports to the Deputy Chief Coroner, Chief Coroner and Manager, Strategic Communications any cases that are significant or likely to become controversial or high profile

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors	0	0

PROJECT / TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>	0	Provides formal training to other staff <input type="checkbox"/>	0
Lead project teams <input type="checkbox"/>	0	Assigns, monitors and examines the work of staff <input type="checkbox"/>	0

SPECIAL REQUIREMENTS

- Required to be available 24 hours/7days per week while on call
- Required to travel on short notice to other, often remote, locations in the province upon direction of the Director
- At all times acts to sustain and enhance the reputation and credibility of the Office of the Chief Coroner
- Ability to manage sensitive and confidential information
- Strong working knowledge of medical terminology or successfully complete a medical terminology course within the probationary period
- Strong working knowledge of computer technologies and ability to effectively utilize software to conduct research, enter data and prepare reports

TOOLS / EQUIPMENT

- Computer/Phone (provided)
- Coroner's Investigation Kit (provided)
- Personal protective equipment (provided)
- Vehicle (required)

WORKING CONDITIONS

- The work will require travel within the province as required
- Routinely deals with law enforcement officers and agencies in highly charged circumstances
- Routinely deals with difficult/unpleasant situations; traumatic injuries, etc.
- Routinely deals with distraught members of the public
- Required to work in physically challenging environments and negotiate difficult terrain on foot
- Will regularly attend autopsies

PREPARED BY

NAME: Lisa Lapointe	DATE: July 11, 2018	
------------------------	------------------------	--

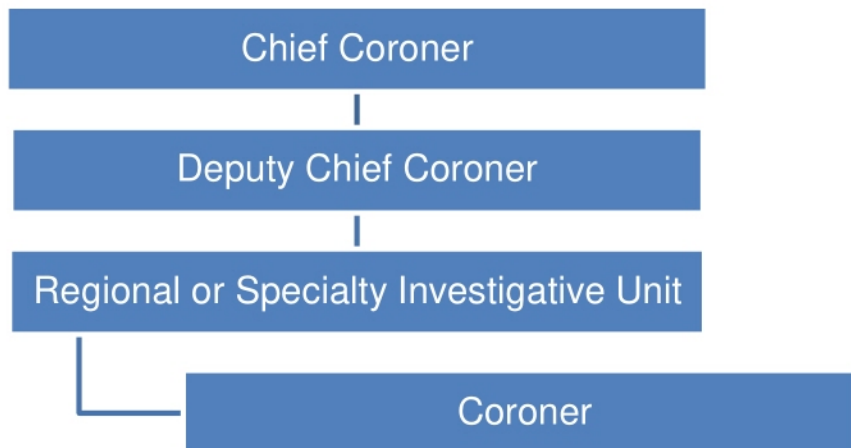
EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: September 10, 2012.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME: Lisa Lapointe	SIGNATURE:	DATE: July 11, 2018
------------------------	------------	------------------------

ORGANIZATION CHART



SELECTION CRITERIA

EDUCATION REQUIREMENTS:

Completion of a diploma in a health, legal, or social sciences field plus 5 years' experience in a related field; or, an equivalent combination of education and/or relevant experience may be considered.

EXPERIENCE AND/OR ACHIEVEMENTS:

- Minimum 2 years experience working collaboratively with multiple agencies
- Minimum 2 years experience producing a variety of documents, such as case notes, briefing materials and reports
- Minimum 2 years experience gathering, synthesizing, evaluating and interpreting information from diverse sources
- Minimum 2 years experience in effectively communicating with individuals in sensitive or emotional circumstances
- Minimum 2 years experience in working independently and managing cases to timely completion
- Preference may be given to applicants with an undergraduate degree or greater in the health, legal or social sciences disciplines
- Preference may be given to applicants who self-identify as having Indigenous heritage (First Nations, Métis or Inuit)
- Preference may be given to those with a background in a health related field.

SKILLS & ABILITIES:

- Excellent analytical and problem solving skills
- Excellent leadership, decision making and communication (verbal and written) skills
- Excellent interpersonal skills
- Ability to use standard computer applications and software
- Excellent organizational and prioritizing skills
- Demonstrated cultural agility.
- Ability to provide advice in the implementation of strategies to teams
- Ability to produce comprehensive reports based on research
- Accuracy in work performance
- Ability to demonstrate tact, diplomacy and good judgement
- Ability to work under pressure, both independently and in a team environment
- Ability to deal effectively with families
- Ability to effectively resolve difficult and sensitive problems
- If required, able to use authority appropriately

COMPETENCIES

Building Partnerships with Stakeholders

Building Partnerships with Stakeholders is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.

Flexibility

Flexibility is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

Integrity

Integrity refers to actions that are consistent with what one says are important. People with integrity "walk the talk" by communicating intentions, ideas and feelings openly and directly, and welcoming openness and honesty even in difficult negotiations.

Organizational Commitment

Organizational Commitment is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

Results Orientation

Results Orientation is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

Information Seeking

Information Seeking is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

Problem Solving/Judgement

Problem Solving/Judgement is the ability to analyse problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Listening, Understanding, and Responding

Listening, Understanding and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken, and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

Teamwork and Cooperation

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

INDIGENOUS COMPETENCY:**Cultural Agility**

Cultural agility is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.