



Coroner's Investigator

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

State Crime Portfolio

District / Branch:

Major Crime Division

Work Unit:

Coronial Investigation Squad

Position Description Number:

Generic 641

Rank / Level / Band:

Level 4

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Investigates reportable deaths under the Coroners Act 1996 occurring in metropolitan and country areas under the jurisdiction of the State Coroner.

Role of Work Unit

The Coronial Investigation Squad is within the Major Crime Division of the State Crime Portfolio, and conducts investigations involving deaths of persons in the metropolitan area on behalf of the State Coroner, and is responsible for the coordination and quality of the investigation of all reportable deaths within Western Australia. A function of the State Coroner under section 8 of the Coroners Act is to ensure all reportable deaths reported to a coroner are investigated. In accordance with section 19 of the Coroners Act, a coroner has jurisdiction to investigate a death if it appears to the coroner that the death is or may be a reportable death as defined by section 3 of the Act. The Squad will liaise closely with the Homicide Squad in cases where the circumstances of a death may be suspicious.

Reporting Relationships

This position reports to:

- Detective Supervisor or Investigations Supervisor, Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Investigation (95%)

- 1.1 Assists Coroner in carrying out his or her duties under the Coroners Act and undertakes all reasonable directions of a Coroner in accordance with section 14 of the Coroners Act.
- 1.2 Receives from members of the public, medical/health practitioners and/or police officers, reports of deaths that are or may be reportable deaths to a Coroner, and immediately informs the State Coroner of the reported death in accordance with section 17 of the Coroners Act.
- 1.3 Gathers information and provides recommendations which assist the Coroner to triage the investigation of deaths.
- 1.4 Identifies and locates the *senior next of kin* as defined by section 37(5) of the Coroners Act to enable a coroner to provide written information in accordance with section 20 of the Coroners Act.
- 1.5 Conducts investigations in accordance with the WA Police Force's Investigation Doctrine into reportable deaths to obtain sufficient information / evidence to enable a Coroner to determine the identity of the deceased; how the death occurred including ruling out criminality; the cause of death; and the particulars needed to register the death under the Births, Deaths and Marriages Registration Act 1998, in accordance with section 25 of the Coroners Act.
- 1.6 Conducts external examinations of the deceased at the scene, which may include hospitals or places where the deceased was a *person held in care* as defined by section 3 of the Coroners Act, or the State Mortuary during post mortem examinations.
- 1.7 Compiles clear and concise reports guiding a Coroner to relevant evidence, and recommending a cause of death finding based on the available evidence.
- 1.8 Consults with Supervisor and Homicide Squad detective supervisors where there are indicators to suggest the circumstances of a death could be suspicious, including instances involving the death of a child or a *person held in care* as defined by section 3 of the Coroners Act.
- 1.9 Arranges admission of deceased persons to the State Mortuary and certificate of life extinct by a qualified medical practitioner or approved delegate.
- 1.10 Liaises, corresponds and interacts with sections within the WA Police Force and external organisations, including detective staff, pathologists, or other experts as required to progress coronial investigations.
- 1.11 Builds and maintain competencies in the field of coronial investigations including by participating in training programs at the direction of the Supervisor.

2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 2.3 Undertakes other duties as directed.

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Specialist Prerequisite(s)

- It is a requirement of this position that the recommended applicants undertake a psychological assessment to determine their suitability, and as an incumbent, agree to undergo periodical psychological assessments, as required.
- Must successfully achieve and maintain the appointment of 'Coroner's Investigator' in accordance with section 14 of the *Coroners Act 1996*.

Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Investigation and research skills	Undertaking investigations in accordance with the WA Police Force's Investigation Doctrine and in potentially stressful environments including viewing and being in close proximity to cadavers. Researching complex information and undertaking detailed analysis.
Communication skills	Preparing clear and concise reports. Interviewing witnesses and preparing statements of evidence. Liaising with stakeholders including medical and health professionals and communicating with cultural sensitivity with families and friends of deceased persons.
Interpersonal skills	Dealing with sensitive information and material. Attending to difficult and sometimes emotive situations whilst remaining professional. Developing and maintaining positive relationships with multi-disciplinary teams, internal and external stakeholders at all levels. Working in a multi-disciplinary environment individually or as a team member and contributing to the achievement of team goals.
Organisational skills	Creating and maintaining schedules. Seeing tasks through to completion. Working within changing priorities and independently undertaking tasks to meet deadlines. Maintaining accuracy of information in databases. Compiling and disseminating information – WA Police Force uses Incident Management System (IMS); Objective; and Digital Evidence Management System (DEMS).
Desirable	
Knowledge and understanding of a law enforcement environment	Engaging in action or activity of compelling observance of or compliance with legislation such as policing or the justice or coronial systems.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer, Organisational Design & Analysis	Pamela Soares	08/03/2023
A/Assistant Commissioner, State Crime	Noreen O'Rourke	03/03/2023