



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Personal Assistant to Coroner

**Department:** Governance Services

**Grade:** [Single Status 8](#)

**Responsible to:** Coroner Services Manager

### **Purpose of the Role:**

Coroner Services comprises of a small team dedicated to providing support to the Senior Coroner for East Sussex. Coroners are independent judicial officers who inquire into deaths reported to them which appear to be unnatural or of unknown cause. A team of Coroner's Officers make enquiries, liaise with families, arrange postmortem examinations and inquests and gather evidence on behalf of the Coroner.

This fast paced, office-based role requires efficient and comprehensive personal assistant support for the Coroner and Assistant Coroners and administrative support to other members of the Coroners Services.

You will learn about the Service the team provide and how it makes a difference to people's lives. You need to work as a team to anticipate and meet the needs of team members who may be in the office or working remotely. You will need to manage multiple tasks at once and deal with regular interruptions and reprioritise your work to ensure the team is supported.

### **Key tasks:**

1. Lead responsibility for providing personal assistant support to the Coroner and Assistant Coroners, including maintaining diary, filing, arranging appointments, providing word processing and other computer-based applications (such as Outlook Calendar, e-mail and PowerPoint) and dealing with routine correspondence using own initiative.

2. Maintain a full awareness of current issues and the coroners' priorities to allow an informed response to inquiries and the resolution of problems.
3. Maintain effective systems for dealing with correspondence, responding to email and telephone enquiries, checking and distributing post, setting and maintaining office processes, arranging meetings and maintaining diaries.
4. Provide local financial and business administration support ensuring data is complete and accurate.
5. Collate information and produce summary reports, including research and analysis as appropriate.
6. Accurately input data into databases and spreadsheets, including processing, retrieving and cleansing data as necessary.
7. Arranging and supporting events and meetings. This will include sending out invites, MS Teams call set up, collating and distributing agendas and minutes.
8. Support managers in maintaining property and facilities and their security. This will include delegated responsibilities in relation to health and safety and fire checks and records and controller of premises duties such as opening and closing buildings and reporting issues.
9. Undertake reception duties to admit visiting members of the public. Making decisions about allowing visitors access or calling security or a manager if required.

Recognising that ESCC is a large organisation with a number of overarching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

- Net zero emissions targets – reduce your work's environmental impact.
- Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.

- Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

## **PERSON SPECIFICATION**

### **Essential education and qualifications**

1. [RQF Level 2](#) in English Language or ability to pass assessment at interview

### **Essential key skills, abilities, knowledge, experience, values and behaviours**

2. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences, able to deal with challenging and distressed individuals on the telephone and face to face
3. Ability to plan and organise a varied workload, on occasion working to short deadlines.
4. Secretarial skills, including minuting and maintaining filing systems.
5. Ability to use technology as part of the role including (managers can select from the list provided as appropriate: Microsoft 365 including Outlook, Excel, Word, PowerPoint, Microsoft Teams, devices: laptops, corporate iPhones and surface hubs).
6. Ability to demonstrate sensitivity and awareness and to show tact, diplomacy and sensitivity when dealing with confidential and sensitive issues.
7. Ability to analyse, interpret and clearly present data, some of which may be complex, in line with Data Protection regulations.
8. Ability to work effectively in a team.
9. Proactive and able to use own initiative in problem solving.

### **Desirable key skills, abilities, knowledge, experience, values and behaviours**

10. Knowledge and understanding of the work of the Coroner.
11. Willingness and ability to match working hours to the needs of the office as necessary.
- 12.** Medical or legal secretarial experience.

**Document version control:**

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### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No