



Coventry City Council

Job Description

Job Title:	Real Time Surveillance Coordinator (Suicide Prevention)	Job Number:	A5610
Directorate:	Coroner and Registrars	Post Number:	1036366
Service:	Coroner and Registrars Service	Grade:	6
Location:	The Register Office, Cheylesmore Manor House, Manor House Drive, Coventry, CV1 2ND		

Job Purpose:

A fixed term position for 12 months to develop, coordinate and embed a real time surveillance system to support the prevention of death by suicide in Coventry and Warwickshire. This system will cover death data collection, bereavement (postvention) support, and the organisation of multi-disciplinary reviews, learning panels and cluster responses.

This post holder will be expected to provide support across the Coventry and Warwickshire area via the Coroners teams based in Coventry and Leamington. The role will require working closely with Public Health and safeguarding teams in Coventry City Council and Warwickshire County Council, West Midlands and Warwickshire Police forces as well as other external partners to oversee the development of routine surveillance and response to deaths where suicide is indicated.

The post holder will also provide support to commissioners in scoping and establishing appropriate support for people and communities bereaved and affected by suicide in line with the forthcoming NHS England funding and criteria for every area to provide postvention support.

Main Duties and Responsibilities:

- Set up routine data collection on the coroner system(s) to include West Midlands Police, Warwickshire Police and British Transport Police sudden death and incident forms where suicide is indicated.
- Liaise with Coventry and Warwickshire Partnership NHS Trust (CWPT) and Clinical Commissioning Group (CCG) patient safety and street triage teams to correlate notifications with mental health service involvement (all cases will be subject to coronial investigation).
- Collect and secure evidence on behalf of the Coroner, taking direction from the coroners officers and acting within coronial law, to create/contribute to investigation case files and ensure the maintenance of a log of investigative enquiries/actions.
- Develop automated data procedures and solutions and prepare, quality assure and deliver routine and ad hoc surveillance reports to support coronial investigation, safeguarding reviews (where these apply) and public health analysis.

- Provide timely (within 24hrs of death) notification to Warwickshire County Council (Public Health Insights Team) to enable the monitoring of trends, clusters and the identification of emerging risk factors.
- Maintain contact with the Next of Kin on behalf of the Coroner, directed by the team and providing updates as and when necessary, to ensure the smooth progress of Coroners functions.
- Identify surveillance needs and responses within real-time monitoring, work with Public Health leads to make appropriate recommendations and translating into public health action using Public Health England (PHE) guidance and aligning with local partnership arrangements i.e Multiagency Suicide Prevention Partnership, NHS quality assurance and safeguarding panels and review processes.
- Responsible for planning, implementing and maintaining a high level of surveillance to meet local needs, providing advice to partners on data capture, sharing and the design of surveillance databases within the agreed Data Protection Impact Assessment (DPIA) and information sharing agreement.
- Organise quarterly learning panels and incident/cluster management response meetings, collating intel and updates as required; working with public health and partners within the affected geography.
- Work with public health and the Coventry and Warwickshire Health and Care Partnership programme management team to scope and develop proposals for postvention support, engaging with partners to identify resources, pathways and wider system support to connect newly funded and commissioned service provision as NHS England funding becomes available.
- Provide quarterly returns on the project to the suicide prevention funding steering group
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Team Leader – Coroners & Registrars Service

Date Reviewed: November 2020

Updated: November 2020



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Knowledge of principles and practice of surveillance, including data management, data transmission, data security, data quality and data reporting
	<ul style="list-style-type: none">• Working knowledge of the various Acts, Rules, Regulations and Policies in relation to Coronary functions and Legislation.
	<ul style="list-style-type: none">• Knowledge of health and social care environment, and roles and responsibilities within it including information flows in the NHS and allied services

Skills and Abilities:	<ul style="list-style-type: none">• Skilled in the use standard IT packages, systems and/or databases to fulfil role requirements.
	<ul style="list-style-type: none">• Ability to recognise and cope with the distressing elements of the role and support and/or communicate with bereaved relatives.
	<ul style="list-style-type: none">• Good communication skills with the ability to listen to others, able to present evidence at panels, inquests and other hearings.
	<ul style="list-style-type: none">• Sensitivity and adaptable interpersonal skills applied in accordance with the varied needs of differing situations, individuals, and groups.
	<ul style="list-style-type: none">• Able to produce concise reports or other documents.
	<ul style="list-style-type: none">• Excellent analytical skills including high level of numeracy and written skills
	<ul style="list-style-type: none">• Able to break down case work into component parts and determine appropriate action and recommendations

Experience:	<ul style="list-style-type: none">• Previous experience in working in a role requiring attention to detail, maintenance of confidentiality, and sensitivity
	<ul style="list-style-type: none">• Experience of matrix working across teams, organisational and geographical boundaries
	<ul style="list-style-type: none">• Demonstrable experience of designing and implementing system and quality improvement programmes within criminal justice, local government or health settings.



Coventry City Council

Educational:	<ul style="list-style-type: none"> • Educated to degree level in relevant subject; health services research, or equivalent experience
	<ul style="list-style-type: none"> • Relevant specialist knowledge or expertise acquired in experiential learning in public health, epidemiology or criminal justice
	<ul style="list-style-type: none"> • Trained in project or programme management methodologies
Special Requirements:	<ul style="list-style-type: none"> • The Post holder will be required to act within the scope of Coronial law, including the Coroners and Justice Act 2009, the Coroners (Investigations) Regulations 2013, the Coroners (Inquests) Rules 2013, and other relevant statutory provisions and case law to ensure compliance with the Chief Coroner's written advice and guidance.

Date Reviewed: November 2020

Updated: November 2020