

Job Description and Person Specification



Job Description

Job Title	Real Time Surveillance Coordinator (Suicide Prevention)
Grade	6
Service	Coroner and Registrar Service
Reports to	Registrar and Coroner's Manager
Location	The Coroner's Office, Council House, Coventry/ One Friargate, CV1 2GN / Hybrid working
Job Evaluation Code	A5610



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

A permanent position to continue the development and maintenance of a real time surveillance system to support the prevention of death by suicide in Coventry and Warwickshire. This system includes 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 & Key Accountabilities

Core Knowledge

- Maintain and develop 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.
- Analyse the data and identify emerging trends to provide updates on suspected suicides to system partners.
- Liaise with Coventry and Warwickshire Partnership NHS Trust (CWPT) and Integrated Care Board (ICB) patient safety and street triage teams to correlate notifications with mental health service involvement (all cases will be subject to coronial investigation).
- To work alongside the coroner's function and offer support when deemed necessary, acting within coronial law.
- Develop automated data procedures and solutions and prepare, quality assure and deliver routine and ad hoc surveillance reports to support safeguarding reviews (where these apply) and public health analysis.

- Provide weekly notification (more frequent if necessary) to Coventry City Council and Warwickshire County Council (to enable the monitoring of trends, clusters and the identification of emerging risk factors).
- Facilitate the submission of referrals to postvention support for next of kin through the coroners office.
- 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 Office for health improvement and disparities (OHID) 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 identify the need for incident/cluster management response meetings, collating intel and updates as required; working with public health and partners within the affected geography.
- Work with Coventry and Warwickshire public health and the Integrated Care System (ICS) to support and develop the Real Time Surveillance infrastructure postvention offer, engaging with partners to identify resources, pathways and wider system support to connect newly funded and commissioned service provision.
- Provide updates on the system to the suicide prevention partnership
- 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.

Key relationships

External Local Authorities Statutory Services Integrated Care Systems	Internal Coroner's Officer Public Health Insight
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
Knowledge of principles and practice of surveillance, including data management, data transmission, data security, data quality and data reporting	
Working knowledge of the various Acts, Rules, Regulations and Policies in relation to Coronary functions and Legislation.	
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	
Skilled in the use standard IT packages, systems and/or databases to fulfil role requirements.	
Ability to recognise and cope with the distressing elements of the role and support and/or communicate with bereaved relatives.	
Good communication skills with the ability to listen to others, able to present evidence at panels, inquests and other hearings.	
Sensitivity and adaptable interpersonal skills applied in accordance with the varied needs of differing situations, individuals, and groups.	
Able to produce concise reports or other documents.	
Excellent analytical skills including high level of numeracy and written skills	
Able to break down case work into component parts and determine appropriate action and recommendations	
Experience	
Previous experience in working in a role requiring attention to detail, maintenance of confidentiality, and sensitivity	
Experience of matrix working across teams, organisational and geographical boundaries	
Demonstrable experience of designing and implementing system and quality improvement programmes within criminal justice, local government or health settings.	
Qualifications	
Educated to degree level in relevant subject; health services research, or equivalent experience	
Relevant specialist knowledge or expertise acquired in experiential learning in public health, epidemiology or criminal justice	
Trained in project or programme management methodologies	

Special Requirements

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 Created

01.09.2020

Date Reviewed

15.11.22