

CHIEF SECRETARY'S OFFICE

APPOINTMENT OF THE CORONER OF AYRE AND GARFF INFORMATION PACK

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July 2013

GENERAL REGISTRY
APPOINTMENT OF CORONER

APPOINTMENT OF CORONER OF AYRE AND GARFF

Applications are invited for the position of Coroner of Ayre and Garff for the period expiring on 4 July 2014.

The position of Coroner is an appointment made by the Chief Registrar on formal delegation from the Lieutenant Governor and is subject to annual re-appointment.

Information packs which include an application form may be obtained from Ann Craine, Chief Secretary's Office, Bucks Road, Douglas IM1 3PN (telephone 685211 or email Ann.Craine@cso.gov.im). Information packs are also available on the Isle of Man Courts website www.courts.im

Applications for appointment should be submitted to the Chief Secretary's Office not later than midday on 24 July 2013. Interviews will be held in the week commencing 5 August 2013.

Applicants are requested to note that the role and terms of appointment of the Coroner are subject to review.

Chief Registrar

CORONER OF AYRE AND GARFF

JOB DESCRIPTION

MAIN DUTIES/JOB ACTIVITIES

The duties of the Coroner of Ayre and Garff are listed below:-

- Attending the Tynwald Ceremony.

- Attendance at Courts:-

(i) **High Court**

This is rarely required but is a duty of the Coroner of Ayre and Garff.

(ii) **Courts of Summary Jurisdiction**

The Coroner of Ayre and Garff will normally be released by the High Bailiff, Deputy High Bailiff and the Magistrates, after dealing with any admissions.

(iii) **Court of General Gaol Delivery**

The Coroner of Ayre and Garff may, on occasion, be asked to assist the Coroner of Glenfaba and Michael in taking charge of the jury.

- Service of Summonses

KNOWLEDGE AND SKILLS

Applicants for the position of Coroner of Ayre and Garff require excellent organisational and communication skills, the ability to use their own initiative to solve problems, confidence in dealing with people at all levels, be familiar with IT systems including Word, Excel and Microsoft Outlook and have the ability to understand and apply legislation.

BACKGROUND INFORMATION

Further details can be obtained from Ian Gilmore, Corporate Services Manager, General Registry. Telephone 685266 or email Ian.Gilmore@gov.im

SECTION 3

PERSON SPECIFICATION

ATTRIBUTES	Essential or Desirable	METHOD OF ASSESSMENT
Qualifications Hold 5 GCSEs at Grade C or above, including English Language, or the equivalent	D	Application/Certificates
Knowledge and Skills Excellent interpersonal/communication skills – verbal and written Excellent organisational skills Ability to use own initiative to solve problems IT literate particularly in the use of Word, Excel and Microsoft Outlook Ability to understand and apply legislation	E E E E E	CV, Interview and References CV and Interview CV, Interview and References CV and Interview CV and Interview
Disposition Highly Motivated, self confident, professional and enthusiastic Reliable and flexible Patient and resilient Confidence in dealing with people at all levels Excellent communication skills, recognising individual customer need Able to act with tact and diplomacy	E E E E E E	Interview and References Interview and References Interview and References CV and Interview Interview and References Interview and References
Circumstances/Interests Isle of Man Worker Current driving licence holder with access to own vehicle	D E	Application CV and interview

SECTION 4

CORONER OF AYRE AND GARFF MAIN TERMS AND CONDITIONS

1. **Tenure**

The appointment will be made by the Chief Registrar on formal delegation from the Lieutenant Governor pursuant to the provisions of section 50 of the Customary Laws Act 1422. The appointment will expire on 4 July 2014. The successful applicant will be eligible to re-apply for the position. The Coroner of Ayre and Garff is required to retire on reaching the age of 65, unless the Chief Registrar deems there to be specific operational circumstances for which a further period of appointment would be desirable. In such circumstances any appointment beyond the age of 65 will be subject to the Coroner of Ayre and Garff being fit and able to carry out their duties for a further period of appointment.

2. **Duties**

The duties of the Coroner of Ayre and Garff are listed below:-

- Attending the Tynwald Ceremony.
- Attendance at Courts:-

(i) **High Court**

This is rarely required but is a duty of the Coroner of Ayre and Garff.

(ii) **Courts of Summary Jurisdiction**

The Coroner of Ayre and Garff will normally be released by the High Bailiff, Deputy High Bailiff and the Magistrates, after dealing with any admissions.

(iii) **Court of General Gaol Delivery**

The Coroner of Ayre and Garff may, on occasion, be asked to assist the Coroner of Glenfaba and Michael in taking charge of the jury.

- Service of Summonses

Appendix 1 to this section details those duties for which a fee is payable.

3. **Remuneration**

Appendix 2 to this section details the remuneration package for the Coroner of Ayre and Garff.

4. **Superannuation**

Section 3(3)(b) of the Public Pensions Act 2011 provides for Coroners, for the purposes of the Act, to be treated as being employed by a Department. The Coroner of Ayre and Garff will become a member of the Government Unified Scheme unless he or she chooses to opt out. Further information is available at www.pspa.im

5. **Travel and Transport**

The Coroner of Ayre and Garff is required to make his or her own transport arrangements for the performance of his or her duties for which no official vehicle will be provided.

It is the responsibility of the Coroner of Ayre and Garff to ensure that, if he or she uses his or her own private car in the performance of his or her duties, he or she is adequately insured against all third-party claims.

6. **Hours of Work**

The nature of the role of Coroner will require work to be undertaken outside of normal working hours. The remuneration package is inclusive and no additional payments will be made for additional hours worked or attendance outside normal office hours.

7. **Conduct and Performance**

The Coroner of Ayre and Garff must abide by the Code of Conduct for Coroners and any revisions made to the Code.

8. **Grievance**

If the Coroner of Ayre and Garff has a grievance, the Grievance Procedures in the Complaints, Disciplinary and Grievance Procedures for Coroners will be used.

9. **Variation of Terms**

The provisions in respect of the Code of Conduct for Coroners and the Complaints, Disciplinary and Grievance Procedures for Coroners may be updated, amended or augmented from time to time and will apply to this appointment.



CORONERS ACT 1983

CORONERS FEES ORDER 2009

Approved by Tynwald 17th March 2009

Coming into operation 6th April 2009

The Treasury makes this Order under section 5¹ of the Coroners Act 1983².

- 1 Title**
The title of this Order is the Coroners Fees Order 2009.
- 2 Commencement**
If approved by Tynwald³ this Order comes into operation on 6th April 2009.
- 3 Coroners' Fees**
The Schedule shall have effect for determining the fees to be charged by Coroners in the exercise or execution of their functions.
- 4 Revocation**
The Coroners Fees Order 2006⁴ is revoked.

Made 4th February 2009

Minister for the Treasury

¹ Section 5(1) of the Act

² 1983c. 4

³ As required by section 5(2) of the Act

⁴ SD 610/06

SCHEDULE

CORONERS' FEES

	2006	2009
	£	£
1. For summoning parties, witnesses and jurors in any cause or matter (other than in the cases referred to in paragraphs 2, 3 and 4) and for making and serving a copy of the summons and serving with it a copy of the statement of claim and form of acknowledgement of service, or serving a petition with an order for hearing and any other pleading or notice, including granting a certificate of service.	4.80	5.40
2. For serving a petition for divorce, nullity of marriage or judicial separation or similar petition and associated papers.	8.80	9.80
3. For serving a petition for an injunction or order in proceedings involving domestic violence, including in each case providing written proof of service.	16.80	18.70
4. For serving a document when personal service is required by the Court or by statute, including providing written proof of service.	11.25	12.50
5. For receiving and paying over any payments due under an attachment of earnings order a commission of 5% on the amount collected.		
6. For the storage of goods arrested under Schedule 1 to the Administration of Justice Act 1981 ⁵ the charges reasonably incurred by the Coroner or such sum as is fair and reasonable.		
7. For executing an order, judgement or execution and giving a certificate or return of proceedings thereunder where no valuation is required for each defendant (but excluding the enforcement of an execution pursuant to a certificate issued under paragraph 10 of Schedule 5A to the Road Traffic Regulation Act 1985 ⁶) –	10.80	12.00
(a) except that the following fee shall apply in the case of the enforcement of an order of possession of real estate; and	12.85	14.50

⁵ 1981 c. 8

⁶ 1985 c. 20

	if a valuation is made or a certificate issued in terms of section 8 of the Administration of Justice Act 1981, the following additional fee shall apply for each valuation or certificate irrespective of the amount of the valuation.	10.80	12.00
8.	For the enforcement of an execution pursuant to a certificate issued under paragraph 10 of Schedule 5A to the Road Traffic Regulation Act 1985, save in a case where the coroner delivers a return of nil effects in respect of such enforcement.	60.00	67.00
9.	For collecting any debt by a single payment, but excluding any fine in relation to an execution pursuant to a certificate issued under paragraph 10 of Schedule 5A to the Road Traffic Regulation Act 1985, the Coroner shall be entitled to a commission of 2½ % on the debt collected.		
10	For collecting by instalments, at the request in writing of the execution creditor or his advocate, amounts of the judgement debt, the Coroner shall be entitled to a commission of 5% of the amount so collected.		
11	For selling real or personal property by public auction under due process of law – Where the proceeds of sale available to go in discharge of the execution or order do not exceed £100 - 5% on such proceeds; and Where the proceeds of sale exceed £100 - 5% on the first £100, 2½% on the remainder up to £1,000 and 1% on the balance of such proceeds over £1,000.		
12	For attending and taking charge of a jury to view.	5.60	6.20
13	For attending and taking charge of a jury of enquiry.	11.40	12.50
14	For attending at the striking of a jury in a civil action.	5.35	5.90
15	For conducting a hand search.	10.80	12.00
16	For admission of an offence in court on behalf of a defendant.	3.30	3.70

EXPLANATORY NOTE

(This note is not part of the order)

This Order, which is made under the Coroners Act 1983, increases in line with the Retail Price Index, the fees payable to the Coroners in line with the Isle of Man Retail Prices Index. The fees were last increased in 2006.

ALLOWANCES PAYABLE TO THE CORONER OF AYRE AND GARFF

The Coroner of Ayre and Garff is appointed by the Chief Registrar on formal delegation from the Lieutenant Governor to undertake various functions relating to execution of debt and summoning of jurors.

With effect from 5 July 2013 the following allowances and conditions of service apply:-

Coroners

(a) **Salary**

The Coroner of Ayre and Garff will have a salary analogous to point 14 of the Isle of Man Civil Service pay spine (currently £18,950 per annum with effect from 1 April 2012).

(b) **Travel Allowance**

The Coroner of Ayre and Garff will receive an allowance based on an annual mileage of 10,000 miles at the Government rate appropriate to a vehicle of between 1,000 and 1,299 c.c (presently £4,120 per annum).

(c) **Office Allowance**

An annual allowance of up to one-fifth of the Coroner's salary will be payable, subject to the office being elsewhere than in the Coroner's own home.

(d) **Telephone Allowance**

An allowance will be made equal to the rental (only) of a telephone.

Lockman

(e) **Lockman's Salary**

The Coroner of Ayre and Garff will be authorised to employ at Government expense one Lockman, at a salary equal to one third of his or her own salary. No salary will be paid if the Coroner of Ayre and Garff engages another Coroner as his or her Lockman.

(f) **Lockman's Travel Allowance**

The allowance for one Lockman will be based on an annual mileage of 5,000 miles at the Government rate appropriate to a vehicle of between 1,000 and 1,299 c.c. (presently £2,300 per annum)

Conditions of Service

(i) The Coroner of Ayre and Garff is required to operate in accordance with the provisions of the Code of Conduct for Coroners.

(ii) Any investigation into a complaint, disciplinary or grievance procedure will be carried out in accordance with the Complaints, Disciplinary and Grievance Procedures for Coroners.

- (iii) The Coroner of Ayre and Garff is permitted to make their own arrangements for securing the services of additional staff, to be known as Lockmen.
- (iv) The Coroner of Ayre and Garff will be appointed on an annual basis, commencing on 5 July each year. The Coroner of Ayre and Garff may be reappointed, subject to satisfactory performance.
- (v) The Coroner of Ayre and Garff, as a general rule, will not be appointed or reappointed after he or she reaches the age of 65, unless specific circumstances make this desirable.

Chief Registrar

SECTION 5

APPLICATION

Confidential

Job Application Form

Please refer to the attached notes for applicants before completing this form.

Please complete **ALL** relevant sections of this form and return it along with a current Curriculum Vitae.

Post Applied For

Personal Details

Surname

First Name(s)

Title

Contact Address

 Post Code

Are you aged 16 – 64?

Yes No

(applicants must be aged between 16 and 64 years)

Contact Tel. Number(s)

Work Permit Information *(Please refer to Annex A in the notes for applicants)*

Are you classed as an Isle of Man Worker as defined in the Control of Employment Acts?

Yes No

If **Yes**, under which section of the guidance notes do you qualify?

A	B	C	D	E	F	G	H
---	---	---	---	---	---	---	---

If **No**, when did you take up residence?

..... month year

If married, does your partner hold a current Work Permit?

Yes No

If **Yes**, which type?

3A Full

Criminal Offences

Do you hold a criminal conviction that is **not considered spent** in accordance with the Rehabilitation of Offenders Act 2001?

Yes No

Are you currently the subject of any criminal proceedings?

Yes No

If the answer to either question is **Yes**, please supply details on a separate sheet.

The following questions is only for vacancies considered exempt under the Rehabilitation of Offenders Act:

(If you are unsure as to whether the vacancy for which you are applying is exempt under the Rehabilitation of Offenders Act 2001, please refer to the terms and conditions of the vacancy for details).

Have you ever been convicted of a criminal offence?

Yes No

If the answer is **Yes**, please supply details on a separate sheet.

Health Status

Please state details of sickness absence from work or education during past two years.

No. Absences	No. Days (Total)
<input type="text"/>	<input type="text"/>

Are you Disabled?

Yes No

If the answer to the question is **Yes** please supply details on a separate sheet including any assistance you may need to attend for interview.

Miscellaneous

Do you hold a full, current Isle of Man/UK valid Driving Licence?

Yes No

How much notice does your present employer require?

From which publication or other source did you learn about this post?

References

Please provide the names and addresses of two persons from whom references may be obtained.

Your first referee must be your present or most recent employer, or course tutor if leaving full time education.

References may be taken up prior to interview if you are short listed, unless you indicate otherwise in the space provided.

Internal Candidates must give contact details of their current Line Manager, and may give additional names if desired.

External candidates should not give the names of serving civil servants for character references.

Referee names should not be given without the consent of the person concerned.

Employment/Education Reference

May we approach this referee prior to interview?

Yes No *

Name

Job Title

Address

Post Code

Second Reference

May we approach this referee prior to interview?

Yes No *

Name

Job Title

Address

Post Code

* If you have indicated that we may not approach a referee we will only do so if you are successful in being offered the position and on you giving your express permission.

Declaration

I declare that to the best of my knowledge the information contained in this form and my C.V. is true and accurate. I understand that if any details I have given are found to be false, or that I have withheld relevant information, my application may be disqualified or, if already in employment, my appointment terminated. I understand that personal details about me will be held electronically and manually for employment purposes, subject to the requirements of the Data Protection Act 2002. I hereby give permission for a police check to be carried out if I am offered an appointment or if considered appropriate.

Signature

Date

Equal Opportunities Monitoring Form

Subject to the Control of Employment legislation, we want to ensure that no job applicant or employee receives less favourable treatment because of their race, colour, nationality, ethnic or national origin; or on the grounds of their gender, marital status, disability, age, sexual orientation or religion; or is disadvantaged by conditions or requirements which are not justified. In order to assist us in monitoring the effectiveness of our policy, could you please provide the information requested below. This form will be separated from your application upon receipt, this information will be stored electronically for statistical purposes but will not be used at any stage of the selection process.

Post Applied For

Reference Number

Please put an X in the correct boxes:

Current Work Situation

Internal (same Dept)
Internal (Different Dept)
External (Non-Government Worker)

Gender

Male
Female

Age

20 & under
21 - 25
26 - 30
31 - 35
36 - 40
41 - 45
46 - 50
51 - 55
56 - 60
61 - 64

Nationality

Manx
British
European
Asian
American
Other

Graduates

Male Graduate
Female Graduate

Marital Status

Single
Married

Ethnic Origin

White
Black - Caribbean
Black - African
Black - Other
Indian
Pakistani
Bangladeshi
Chinese
Other

Disabilities

I am classed as disabled

Work Permit

I require a work permit

Criminal Conviction

I hold/have held a criminal conviction

Annex A

WORK PERMITS

Under the provisions of the Control of Employment Acts and the Regulations made thereunder, any person who is not an Isle of Man Worker requires a work permit issued by the Department of Economic Development before taking up employment or self employment in the Isle of Man, except in the case of a few exempted employments.

An "Isle of Man Worker" is an individual:

- who was born in the Isle of Man;
- who has been ordinarily resident in the Isle of Man for at least 10 consecutive years;
- who has been ordinarily resident in the Isle of Man for at least 5 consecutive years and not having lived elsewhere more than once in the following 15 years; (residence in the Isle of Man before 1963 does not count for this purpose;)
- who is married to an Isle of Man worker;
- who has been married to an Isle of Man worker, has lived in the Isle of Man for at least 3 years immediately before becoming widowed or divorced and continued to live in the Isle of Man thereafter;
- who is a child of an Isle of Man worker who, at the time of the child's birth, was serving, or married to a person serving, in the armed forces;
- who is a person one of whose parents was born in the Isle of Man, where that parent was ordinarily resident in the Isle of Man for 5 consecutive years immediately after their birth; or
- who, whilst ordinarily resident in the Isle of Man, has been receiving full time education either in the Isle of Man or elsewhere; (a person who ceases to be resident in the Isle of Man ceases to be an Isle of Man worker under this head.)

Note:

The above summary should not be regarded as an authoritative statement of the law and clarification on any point should be obtained from the Employment Division of the Department of Economic Development, Nivison House, 31 Prospect Hill, Douglas, IM1 1ET telephone (01624) 682393.

**THE EQUAL OPPORTUNITIES FORM SHOULD BE RETURNED ON AN
INDIVIDUAL PIECE OF PAPER AS IT WILL BE SEPARATED FROM YOUR
APPLICATION FORM UPON RECEIPT.**

SECTION 6

SELECTION PROCEDURE

Application Forms

The form asks you about criminal records. As this post is not exempt, you are not required to disclose details of any previous convictions in accordance with the Rehabilitation of Offenders Act 2001.

Work Permit Information

Guidance on determining your work permit status is provided in **Annex A** to Section 5. If you are unsure about your Work Permit status, advice should be sought from the Department of Economic Development, telephone 682393 or via the website www.gov.im/ded.

Completing your C.V.

When preparing your C.V. please ensure it contains the following information:-

- Educational qualifications with grades and dates obtained;
- Training Courses attended (with dates);
- Full employment history with dates and reasons for leaving, including names and addresses of current/past employers;
- Any gaps in employment and the reasons for this;
- Current salary;
- Motivation and reasons for applying.

Acknowledgements

All applications for the position of Coroner of Ayre and Garff will be acknowledged. If you do not receive an acknowledgement to your application within 5 working days, please contact the Chief Secretary's Office.

Selection Panel

All applications will be considered by a recruitment and selection panel.

Shortlisting

The Selection Panel will review each application against the requirements of the job description and person specification and determine a shortlist for interview. Applicants not shortlisted will be notified accordingly at this stage.

Selection

The Selection Panel will interview all shortlisted candidates and will make any recommendations for appointment which will be made by the Chief Registrar. The successful candidate will be issued with a formal offer which may be subject to any outstanding pre-appointment checks such as health screening or references.