

# Position Description



Coroners Court  
of Victoria

## Position details

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| <b>Position title:</b>       | Coroner's Solicitor x 2   |
| <b>Position number:</b>      | DJ8860 & DJ8862   |
| <b>Unit/Branch:</b>          | Legal Services  |
| <b>Classification/Grade:</b> | VPS Grade 4   |
| <b>Employment status:</b>    | Full-time, ongoing  |
| <b>Position reports to:</b>  | Senior Coroner's Solicitor  |
| <b>Location:</b>             | 65 Kavanagh Street, Southbank 3006  |
| <b>Position contact:</b>     | Lindsay Spence, Acting Director Legal Services, (03) 8688 0778,<br><a href="mailto:Lindsay.Spence@courts.vic.gov.au">Lindsay.Spence@courts.vic.gov.au</a> |

## Organisational environment

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The current Coroners Court of Victoria (CCOV) was established on 1 November 2009 with the introduction of the Coroners Act 2008 (Vic). CCOV is led by the State Coroner of Victoria.

Victorian families are at the centre of the work of CCOV, from conducting thorough investigations and providing respectful services to how court information and documents are shared.

CCOV has three roles:

**Independently investigating deaths and fires.** Certain deaths and fires are reported to Coroners for independent investigation. Their investigations seek to establish the facts – when, where, how and why the death or fire happened.

**Reducing preventable deaths.** Wherever possible, the Coroner will suggest ways to prevent similar deaths or fires by making well informed and practical recommendations, based on the evidence before them.

**Promoting public health and safety and the administration of justice.** CCOV regularly reports on data and trends regarding preventable deaths in Victoria to help inform public health responses.

While providing a rewarding and meaningful work experience, the coronial jurisdiction is a sensitive, demanding and confronting environment. As such, our employees are exposed to a range of challenging experiences, images and materials. This includes, for many of our staff, in-person and/or phone interaction with families and loved ones in an emotional and distressed state. The environment can challenge employees in ways where the impact is not necessarily evident immediately but can accumulate over time.

With this in mind, CCOV takes very seriously its obligation to take all reasonable measures to create a psychologically safe workplace. Whilst we cannot eliminate the exposures to our employees, we can and do put services, programs and strategies in place to help mitigate the psychological impact of the exposures.

However, as an employee of CCOV there is a requirement for staff to proactively manage their psychological health. Employees are expected to be aware of their environment and take reasonable measures to maintain their health and wellbeing including by accessing proactive, early intervention and responsive programs and services. Employees are supported with this by being provided with the necessary training, plus ongoing guidance and support.

We aim to build a thriving workforce and we share the responsibility to make that happen.

For more information on CCOV, please visit our website at [coronerscourt.vic.gov.au](http://coronerscourt.vic.gov.au)

## Role purpose

Reporting to the Senior Coroner's Solicitor, the Coroner's Solicitor is responsible for supporting the Coroner in their investigation into reportable deaths and fires by providing case management and legal assistance to progress coronial matters in a considered and timely way.

## Key accountabilities

- Actively manage high-volume investigations of reportable deaths and fires assigned to Coroners to facilitate appropriate actions to ensure their timely investigation and consideration by CCOV.
- Identify and liaise with relevant internal and external stakeholders to obtain additional information to support the investigation and update and inform the Coroner accordingly.
- Develop approaches for dealing with legal proceedings and prepare matters for inquest including instructing counsel assisting, preparing court and other documents, briefing specialists and/or experts and liaising with external parties and family members.
- Review material generated for a Coroner's investigation and identify the need for any further investigation required and recommend to the Coroner accordingly.
- Draft legal documents such as letters and court forms (including findings) at the direction of a Coroner.
- Work collaboratively as a team with a Coroner's Registrar and Court Administration Assistant to support a Coroner.
- Ensure that case documentation is stored in relevant files and databases at all key stages of an investigation, that it remains uncompromised and consistent with the principles of procedural fairness, legislative compliance, and effective records management.

## Key Selection Criteria

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### SPECIALIST/TECHNICAL EXPERTISE:

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- Demonstrated knowledge of the *Coroners Act 2008* and the coronial jurisdiction is desirable, but not essential.
  - Demonstrated case management experience.
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### CAPABILITIES:

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#### Plan and Prioritise

- Identifies opportunities to review and improve systems relating to planning, organising and prioritisation.
  - Determines team priorities and considers the impact of work across teams, and to the timeliness of coronial investigations.
  - Ensures work plans are clear and include contingency provisions to ensure priorities are met, including ensuring that service and support to families and friends who have lost loved ones is not adversely affected.
  - Plans and priorities work in accordance with the goals of the Coroners Court.
  - Responds proactively to changing circumstances and works with others to adjust plans and actions as necessary.
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#### Written Communication

- Produces clear and professional documents and reports appropriate for the intended audience.
  - Develops concise and credible written correspondence to achieve the best outcomes for the Victorian community.
  - Translates complex and sensitive information appropriately for the intended audience.
  - Adapts writing thoughtfully to convey sensitive information to families and friends who have lost loved ones.
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#### Collaborative Working

- Identifies opportunities to work with other teams to breakdown silos to deliver shared goals.
  - Builds meaningful relationships with others to achieve shared and mutually beneficial outcomes for the Victorian community.
  - Identifies, and works to resolve obstacles to knowledge or information sharing.
  - Facilitates a supportive and cooperative team environment, while respectfully acknowledging different perspectives.
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**CAPABILITIES:**
**Critical Analysis & Judgement**

- Undertakes objective, critical analysis of ambiguous or incomplete information to identify patterns and relationships between complex issues.
- Generates and considers the likely implications of various courses of action.
- Involves colleagues and key stakeholders to formulate and provide a recommended course of action to support Coroners in their investigations.
- Makes balanced decisions using expertise and judgement, factoring in risks and being sensitive to the context.

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**BEHAVIOURS:**
**Service Excellence**

Committed to delivering quality outcomes and services.

- Upholds high standards.
- Focused on meeting commitments.
- Dedicated to improving outcomes for clients, stakeholders and the work of courts and jurisdictions.
- Ensures services deliver public value.

**Courage:**

Always acts in the best interests of the jurisdiction.

- Provides objective, frank, and fearless advice within the organisation.
- Challenges inappropriate behaviours.
- Constructively challenges existing paradigms in pursuit of organisational growth and development.

**Integrity**

Principled, and focused on honesty, transparency, objectivity and fairness.

- Consistently acts in accordance with the values of the public sector.
- Makes ethical decisions.
- Reports suspected misconduct, fraud, and corruption.
- Identifies, declares, and manages real or perceived conflicts of interest.
- Actively works to maintain public trust and confidence in Victorian Courts and Tribunals.

**Respect**

Values others and respects differences,

- Values diversity.
- Embraces a broad range of social, cultural customs values and beliefs.
- Inclusive and welcoming.
- Treats others fairly and equitably.
- Values and acknowledges the work and efforts of colleagues.

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**QUALIFICATIONS:**

- Tertiary legal qualification (Bachelor of Laws, Juris Doctor) required.
  - Being admitted to practice as a Legal Practitioner of the Supreme Court of Victoria (or an equivalent jurisdiction) is mandatory.
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## Important information

Working at CCOV offers:

- the opportunity to work as part of a team that has a crucial role in independently investigating deaths and fires, reducing preventable deaths, and promoting public health and safety and the administration of justice
- flexible and innovative work practices that aim for a balance between work and family life
- a workplace committed to diversity and the promotion of a safe and inclusive work environment where all employees are respected, valued and supported.

Employees have access to a range of employment benefits and conditions. These include attractive salaries and training and development opportunities. Please see the [www.careers.vic.gov.au](http://www.careers.vic.gov.au) website for further information.

CCOV is part of Court Services Victoria (CSV), a statutory authority established in July 2014 to protect and promote the independence of each of the courts and the judiciary.

As a distinct entity of CSV, CCOV is accountable directly to Parliament. While CSV provides and supports some administrative and corporate functions for CCOV, the State Coroner is responsible for establishing how the business of the court is managed.

CCOV employees are employed under the *Victorian Public Service (VPS) Enterprise Agreement 2020* which sets out the terms and conditions of employment. Please refer to the Department of Treasury and Finance website ([www.dtf.vic.gov.au](http://www.dtf.vic.gov.au)) for further information.

All appointments are subject to satisfactory reference checks and National Criminal History Record checks. Some positions may also be subject to a medical check and/or Working with Children Check.

Employees of CSV are required to comply with any applicable government pandemic order, as well as any policy implemented by Court Services Victoria, in relation to mandatory vaccinations against COVID-19. It is a condition of any offer of employment that applicants for vacant roles with Court Services Victoria agree to comply with any applicable pandemic order or policy regarding mandatory vaccinations.

Employees of CCOV must comply with the Code of Conduct for VPS Employees and CSV policy and procedure.