

## Job Description

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|---|---------------------------------|
| <b>Job Title</b>                            | Assistant Mortuary Technician   |
| <b>Directorate</b>                          | Neighbourhoods and Housing      |
| <b>Service Area</b>                         | Licensing and Public Protection |
| <b>Grade</b>                                | 5                               |
| <b>Competency Level</b>                     | 1                               |
| <b>Salary</b>                               | £31,022 - £35,412               |
| <b>Job Type</b>                             | Office Based                    |
| <b>Location</b>                             | Citywide                        |
| <b>Disclosure and barring service (DBS)</b> | Not Applicable                  |
| <b>Job Evaluation Ref No</b>                | A5546                           |

## Job Purpose

To assist with the day-to-day operations at the City Mortuary and to provide technical support to the pathologists, including liaising with the coroner, police and funeral directors.

### Directly Responsible For:

Not applicable

## Directly Responsible To:

Senior Mortuary Technician

## Main Areas of Responsibility:

- To assist in the preparation of deceased persons for postmortem involving the manual and mechanical handling of bodies, removing clothing and valuables, cleansing, recording measurements and visible external marks and damage to the body on the autopsy report and returning the body to a refrigerated compartment, plus clear identification of bodies
- To accurately record and assess information (obtained from the coroner's office), i.e. personal details, circumstances of death, doctors involved etc, on autopsy report and ensure that confidentiality of such information is maintained
- To assist the pathologist by opening up the body, removing and weighing organs, taking specimens of body fluids and preparing organs for storage where necessary, including the labelling, storage and recording of specimens in accordance with the guidelines for the retention of tissues and organs at postmortem examinations
- To assist with the reconstruction of bodies in a neat and acceptable manner, clean the body, dress in a shroud and restore in refrigerated compartment
- To carry out special procedures and processes to prevent the spread of infection where death is caused by drugs overdose, self-inflicted abortion, suspected homicide, and suspected or actual infectious disease, including Hepatitis B and HIV. To submit specimens to forensic science laboratory after placing in appropriately labelled containers
- To remove and record clothing and valuables from the body to await collection by relatives or disposal of in order to avoid risk of infection and to ensure that cash and valuables found on the deceased are reported to the coroner's office and safely stored whilst awaiting collection

- To clean and maintain rooms, plant, instruments and pathological equipment in accordance with appropriate risk assessment procedures and protocol
- To adhere to necessary safety standards and protocols at all times in order to ensure safe working practices, avoid the risk of infection and ensure the safety of visitors to the mortuary
- To prepare bodies for identification by friends / relatives and deal appropriately with bereaved persons
- To assist line managers in maintaining information security within the service
- To organise and take part in the emergency call out procedure

### **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

### **Physical Demands of the Job:**

The role may involve:

- Working in adverse weather conditions
- Manual handling



- Standing or sitting for long periods of time
- Operating machinery

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 1.

[The competency framework can be found here.](#)



This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A certificate or diploma in Anatomical Pathology Technology (A)

### Desirable

- Undergone training in eye retrieval where consent has been given to eye donation

## Experience

### Essential

- Working within a mortuary facility in accordance with the Human Tissue Authority Licence (A,I)
- Preparing bodies for postmortem examination and reconstruction of the body upon completion of the process (A,I)
- Providing bereavement care (A,I)
- Effective communication with professionals and internal / external service users, including Coroners, Coroners Officers and Home Office Pathologists (A,I)
- Assisting with the preparation with samples for histology and toxicology (A,I)

- An understanding of health and safety and how it relates to a mortuary environment (A,I)
- Maintenance and upkeep of mortuary registers and associated paperwork (A,I)

### **Desirable**

- Good communication and interpersonal skills
- Have an understanding of procedures

## **Skills/Abilities**

### **Essential**

- Be proficient with Microsoft Word and Excel (A)

### **Desirable**

- The ability to use computerised equipment
- Good communication and interpersonal skills

## **Commitment**

### **Essential**

- To continuous improvement and ongoing personal development (A)

### **Desirable**

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- Be prepared to work outside of normal working hours and participate in the rota for out of hours call out (A)

### Desirable

- Willingness to represent the service at meeting out of normal office hours, if required

