Birmingham City Council has an exciting opportunity for an experienced Anatomical Pathology Technician to be employed in the Central Mortuary in Birmingham City Centre. The mortuary provides post mortem services for the Birmingham and Solihull Coroner Area covering a population of 1.3 million people with 1,700 post mortems conducted annually.

We are looking for a motivated and enthusiastic individual with Anatomical Pathology Technician experience and holding the RSPH Certificate in Anatomical Pathology Technology.

The duties include participating in an out of office hours on call rota including weekends and bank holidays.

For further information please call Tony Wilson, Senior Anatomical Pathology Technician on 0121 303 3349 or Adrian Parkes, Operations Manager on 0121 675 4116.

Ref: PL2172017

Closing date: 01 August 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
The Place Directorate

Job Description

Post: Anatomic Pathology Technician (APT)  
Salary/Grade: Grade 4

Division: Regulation and Enforcement  
Section: Coroners

1. **Job Purpose**

   To undertake the duties of an Anatomic Pathology Technician (Mortuary Technician) in the Central Mortuary, providing a comprehensive mortuary service to the Birmingham and Solihull Senior Coroner.

2. **Duties and Responsibilities**

   2.1 To undertake the duties of an Anatomic Pathology Technician:

   - To receive and register bodies at the Central Mortuary
   - To enter required information on to the Coroners IT system
   - To facilitate the confirmation of deceased identity
   - To store bodies in accordance with procedures and HTA requirements
   - To prepare bodies for post mortem
   - To assist during the autopsy process. This will include the removal of viscera and other requirements of the pathologist
   - To take samples as directed by pathologists
   - To carry out the respectful restoration of the deceased after post mortem
   - To liaise with contractors for the collection of bodies and their delivery to the Central Mortuary
   - To liaise with funeral directors and ensure the release of bodies in accordance with procedures
   - To deal with telephone and other enquiries relating to the service both from internal customers (Coroners and Coroners Officers) and external customers (Funeral Directors, Emergency Services and families)
   - To facilitate viewings
   - To service, maintain, clean and disinfect both instruments and equipment
   - To maintain high standards of hygiene within the post mortem suite and body storage areas
   - To ensure the safe storage and return of personal effects removed from a body
   - To ensure controlled release, transport and storage of samples from, to and within the Mortuary
   - To comply with all departmental procedures under the HTA system
   - To participate in the call out rota (out of hours, weekends and bank holidays)
- To work closely with the Senior Coroner and BCC staff on site to ensure effective service delivery
- To comply with all Health and Safety procedures applicable to the role

3. **Supervision Received**

3.1 **Supervising Officer Job Title: Senior Mortuary Technician**

3.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<td>None</td>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- Will sometimes be required to work in cold and unpleasant working conditions, a robust constitution is required.
- Must be physically able to deal with heavy and sometimes awkward lifting.
- Must be able to undertake the out of hours call out rota including nights, weekends and bank holidays.

Observance of the **City Council's Equal Opportunities Policy** will be required.
The Place Directorate

Person Specification

Job Title: Anatomic Pathology Technician (APT)  Grade: Grade 4
Division: Regulation and Enforcement  Section: Coroners

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
<td>1. Recognised qualification in Anatomical Pathology</td>
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<td>- e.g. RSfPH Certificate in Anatomical Pathology Technique</td>
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<tr>
<td>Experience (Relevant work and other</td>
<td>1. Experience as an Anatomical Pathology Technician within a mortuary</td>
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<td>experience)</td>
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<td>Skills &amp; Ability</td>
<td>1. Manual dexterity, accuracy and attention to detail</td>
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<td>2. Knowledge of mortuary related quality management and incident</td>
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<td>reporting systems</td>
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<td>3. Ability to concentrate for extended periods</td>
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<td>4. Ability to respond to competing demands and work under time pressures</td>
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<td>5. Ability to use standard IT systems</td>
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<td>6. Ability to work independently or as a member of a team</td>
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<td>Training</td>
<td>1. Willingness to undertake training appropriate to the position to</td>
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<td>maintain up to date skills and personal development</td>
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<td>Other</td>
<td>1. Ability to deal with the full range of bodies that are received at the</td>
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<td>Central Mortuary</td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.