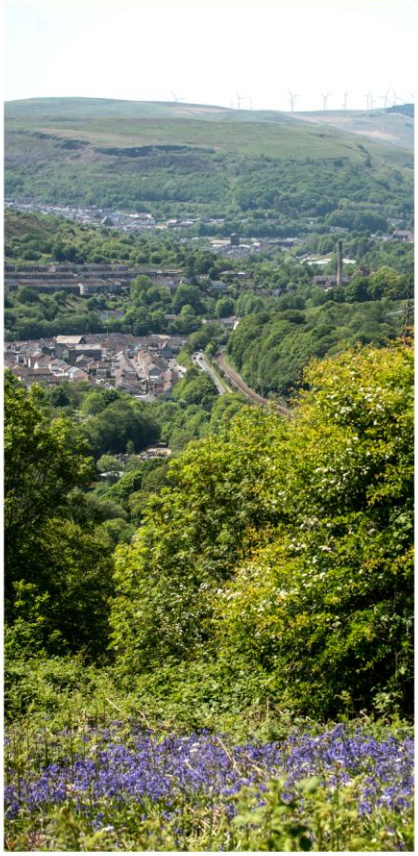
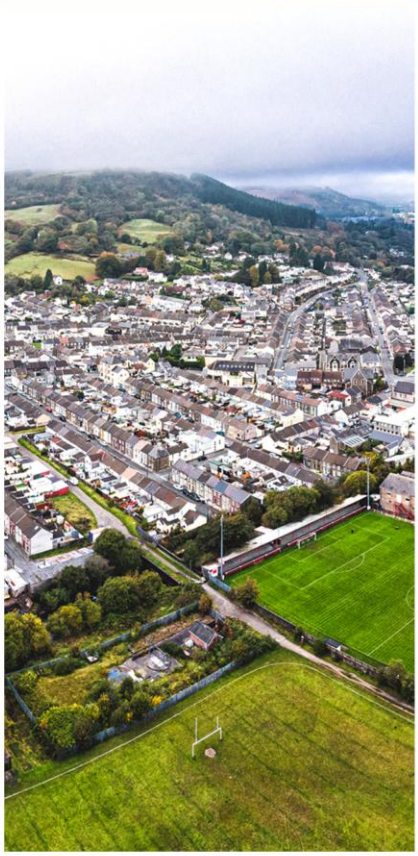
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

JOB DESCRIPTION

COURT USHER & ADMINISTRATIVE ASSISTANT (TEMPORARY)

Support the Coroner's Service Manager and the administrative team to deliver an efficient service to all service users.

Post Reference Number: POS017966
Date of Job Description: 22.05.2026
Version:

Grade	GR4
Location	Coroner's Office, The Old Courthouse, Courthouse Street, Pontypridd, CF37 1JW
Group	Legal & Democratic Services
Division	Legal & Democratic Services
Department/Section	Coroner's Support
Team/Sub Section	Coroner's Support
Responsible to	Senior Inquest & Administrative Officer
Posts reporting to this post	N/A
DBS Required	No

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"

If you work for us, your work contributes to making a positive difference in our communities. We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.
We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

Wellbeing and Work-Life Balance
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement of 26 days (pro rata, increasing to 31 upon 5 years of completed service), plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

Please see our career pages to find out more about working for us.

Purpose of the post:

To support the Coroner's Service Manager and the administrative team to deliver an efficient service to all service users.

What you will deliver:

1. Provide Court Usher assistance to support the Coroner in the smooth running of Inquests.

2. Chaperone visitors attending Inquests, ensuring that they understand the Court proceedings and deal with any queries that may arise (this will involve communicating with the relevant Coroner's Officer).

3. Manage the Court Recording System and Remote Attendance (TEAMS) system.

4. Assist the Coroner with swearing in witnesses.

5. Assist the Coroner with Inquest Openings.

6. Create and distribute TEAMS links for remote attendance.

7. Carry out general admin duties when required – archiving files, scanning documents, answering telephone and dealing with mail.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

What you will deliver:

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Excellent knowledge of IT packages, in particular Microsoft Office.	Knowledge of court processes e.g. swearing in witnesses. Knowledge of Microsoft Teams.

Experience:

Essential	Desirable
Experience of working in an office environment.	Experience of working in a similar environment e.g. Court Service, legal office, etc
Experience of dealing with members of the public and external stakeholders.	Experience of speaking confidently within a court environment.

Welsh language skills:

Essential		Desirable	
Welsh Language Level 1	☒	Welsh Language Level 2	☐
All employees will be required to undertake a basic Welsh Language induction to reach this level		Welsh Language Level 3	☒
Welsh Language Level 2	☐	Welsh Language Level 3-5	☐
Welsh Language Level 3	☐	Welsh Language Level 4	☐
Welsh Language Level 3-5	☐	Welsh Language Level 5	☐
Welsh Language Level 4	☐		
Welsh Language Level 5	☐		

For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills

What skills you will use in the workplace:

Competency	**Administrators Framework**
Competency Areas	**Competency behaviours and values**
General	Please tell us how you meet the essential criteria for this post as listed on the person specification (maximum of 200 words).
Working with others	Give an example of when you've worked effectively with others or as part of a team (maximum of 200 words).
Focusing on Service Users	Give an example of when you've used your skills and initiative to provide a good standard of service to others, such as customers, clients, or service users (maximum of 200 words).

Special Conditions and Professional Requirements