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| **BATH & NORTH EAST SOMERSET COUNCIL - JOB DESCRIPTION**  |
| **DIRECTORATE** | **Place** | **POST NO: 41543** |
| **POST TITLE**  | **Cemetery Operative**  | **GRADE: 4** |
| **RESPONSIBLE TO Team Leader Post no. 41547** |
| **REPORTING TO THIS POST: Nil - occasional supervision of seasonal temporary staff**  |
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**1. PURPOSE OF JOB**

1. Bath & North East Somerset Council take care of several cemeteries. The primary purpose of this post is, under supervision: the provision of horticultural craftsman skills, maintenance of landscaped areas, the digging of graves, weeding and creation of new garden areas within our cemeteries. This role helps us tackling the Climate and Ecological Emergency by creating and maintaining habitats.
2. As one of a team, to contribute to the general development of the Team and Unit both in terms of services provided and staff in accordance with the Council's Vision and Values, policy and other objectives. In doing this to ensure maximum effectiveness and efficiency. Duties will also include on rota system assistance within the crematorium and, on occasion, the need to work in our outer cemeteries to cover absences. This role will be predominantly but not exclusively, based at our outer cemeteries throughout the Local Authority area.
3. To ensure the first impression of the site is maintained and enhanced in order to make visitor experience including the bereft as pleasant as possible and that we deliver for local residents

**2. PRINCIPAL ACCOUNTABILITIES**

**Service Delivery**

To be responsible for carrying out horticultural operations (for example, planting, pruning and seeding): ground maintenance in cemeteries this will include gravedigging shoring and the application of pesticides and herbicides (following training).

Also, on occasion to work in the Crematorium to assist with cremations at the direction of the Crematorium Attendants

To be responsible for the operation and maintenance of the usual range of tools and equipment the use of powered hand tools and light plant, including the operation of tractor-mounted and ride on mowing equipment will be required.

To drive and be responsible for an allocated. Vehicle duties will include vehicle checks routine maintenance (for example oil and water checks) and cleaning the vehicle. Also completing any vehicle log books.

Undertake, in addition activities largely utilising craft skills: for example, interpretation of plans, (Cemeteries location of graves etc.) site preparation.

All staff to have a reasonable level of communication skills to enable them to liaise with customers, clients & management.

Responsible for the safe use, storage, recording of chemicals to meet the requirements of all relevant legislation.

In addition, having charge of and being responsible for resources of a significant nature (ride on mowing machines, pedestrian mowers, mechanical grounds maintenance equipment (such as spikers, scarfiers, etc.), powered and manual hand tools, etc.).

Responsible for completing all paperwork attributable to the vehicle or plant and work patterns. (e.g., defect reporting, drivers’ hours records, log books, round tick sheets, formulation of work rotas, etc.).

**Management**

Employees at this level would be expected to work with minimal supervision and to accept responsibility for the direction of the work of trainees and/or other employees assigned to them.

**Working in a team**

The team at Haycombe is made up of one supervisor, 3 permanent gardener groundsmen, seasonal temporary staff 3 crematorium staff.

Within the office there are two supervisors, a Crematorium Supervisor and a Cemeteries Supervisor, 4 Bereavement Service Information Officers.

 **Service Development and/or Delivery**

Work very closely with others in the department to share information and ideas, and promote a consistent, organisational wide approach to policy and practice”.

Participate in the development of better, safer working practices and help support its effective communication and implementation in service areas.

**Other**

Adopt a proactive approach to developing and maintaining excellent relationships and communication channels with a wide range of contacts including managers, visitors, suppliers, staff and employee representatives.

Ensure Health & Safety is always adhered to, including highlighting safety issues as they arise.

Ensure conformance to equal opportunity and data protection policies

**3.VALUES AND BEHAVIOURS FRAMEWORK: Improving People’s Lives**

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|  | We are *bold* in our approach, set aspirational goals for ourselves and create innovative solutions to tackle problems and adapt to changing circumstances. This value demonstrates that we are proactive, take action and deliver outcomes which improve people's lives.  |
|  | We *empower* our staff and the people of Bath and North East Somerset so that they have the confidence and ability to find solutions for themselves and others. This value demonstrates how we develop our staff so that they are knowledgeable, are trusted to make decisions, able to challenge us and have the authority to be enablers. |
|  | We are ***supportive*** and work together to build trusting relationships. Our staff give help and encouragement to the people of Bath and North East Somerset and each other. This value describes how we are curious, collaborative and care for each other, our residents and the environment. |
|  | We are **transparent**, honest and accountable. This value demonstrates that we act with integrity, are open to criticism, are honest about our mistakes and want to improve and do better so that we deliver on our promises. |
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These Values are underpinned by a set of behaviours for all staff, managers, and leaders. These Values and Behaviours are used to support and inform our recruitment decisions, staff development and organisational behaviour.

**4. DIMENSIONS**

Gardener / Grounds Staffwill work within a designated service portfolio with a high degree of diversity with variable workforce compositions, business needs and priorities.

**5. PHYSICAL EFFORT AND WORKING ENVIRONMENT**

This post requires continuous physical effort throughout the working day as well as strength and endurance.

This post is subject to continuous environmental pressure throughout the year in terms of heat, noise, smell, working in confined spaces - gravedigging (cold, wet and heat)

**6. GENERAL**

Undertake such other duties and responsibilities as are specified by the Head of Service and are commensurate with the level of the post.

This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The team structures within the service operate with a high degree of collaboration and flexibility, individual service portfolios may therefore change over time and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.

This role is based upon 37 hours per week on average made up as follows,

Monday to Friday 7.30am to 3.30pm

Occasional overtime may be offered including working at weekends.

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| **7. PERSON SPECIFICATION** |
| **POST TITLE** | **Cemetery Operative** |
| **QUALIFICATIONS:** | **Essential** | **Desirable** |
| Driver must have a clean category B or above (or ability to achieve) | x |  |
| Trained to at least NVQ Level 2 (or ability to achieve) | x |  |
| Manual Handling Training Required | x |  |
| Good plant knowledge  |  | x |
| PA1/PA6A Pesticides Certificate of Competence (or ability to achieve) | x |  |
| **PERSONAL QUALITIES** |
| Strong team player who with a collaborative work style | **x** |  |
| The ability to be proactive, think creatively and identify development opportunities and continuing ways of improvement | **x** |  |
| Ability to cope with conflicting demands and deadlines | **x** |  |
| Ability to assimilate new information quickly | **x** |  |
| Understand our Values and behave in a way that is consistent with them.  | **x** |  |

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| **SKILLS & ABILITIES** |
| The ability and flexibility to work across and support a wide range of services within the Council and the ability to work with other partner or commissioned organisations. | **x** |  |
| Experience of undertaking data analysis with accuracy and attention to detail | **x** |  |
| Highly numerate, with the proven ability to understand, analyse, interpret, and explain complicated information and data | **x** |  |
| Strong IT skills including Microsoft Office and an ability to manipulate data in excel to produce relevant management information | **x** |  |