



Role Profile

Gravedigger/Gardener

Reference No.	988TP295	Type	Individual
Service	Bereavement Services		
Job Family	Technical 5	Grade	FC5

Purpose

Responsible for assisting the area delivery of the Bereavement Services function and related operations, ensuring the development and delivery of sustainable service provision at local Area/Ward level.

Working in all weather conditions within a team and/or on occasion lone working undertaking associated work within cemeteries, churchyards and crematoria gardens.

The post holder is expected to work with minimal supervision and to accept responsibility for the direction of the work of the team.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Prioritisation of work instructions on day to day tasks and workload within a geographical area (i.e. prioritise workload, achieve targets). Ensuring matters relating to job completion. (i.e. specification details, aims and values) are timeously and efficiently carried out within the team.</p>	<p>SVQ 2 or equivalent in Amenity Horticulture or relevant subject SVQ Level 3 or equivalent in Amenity Horticulture or relevant subject First level management qualification e.g. CMI SCQF level 6 Award in First Line Management (S6A1) or equivalent</p>	<p>✓</p>	<p>✓ ✓</p>

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Participating in regular 'hands-on' coaching with team members in methods of service delivery to encourage and maintain good practices.	Supervisory skills	✓	
Assisting in the review of practices and procedures to bring about improved service delivery, customer satisfaction and more effective use of resources.	Working knowledge of plant and equipment and current best practice in parks and street cleaning operations or a similar environment.	✓	
Providing best value and quality service to end users and clients. (customer satisfaction).	Customer service skills (Focus on customer - See 'How We Work Matters' Framework)	✓	
Working with colleagues to promote a flexible team work ethic.	Team working skills (Work together)	✓	
Contributing to the operation, monitoring and reporting of Service Quality Assurance Standards and systems, and LAMS.	Working knowledge of quality management systems		✓
Assisting in ensuring that operational facilities and resources are managed in accordance with the Service requirements with reference to health and safety, quality management systems and service planning.	Basic IT skills (Embrace technology and information)	✓	
Opening and closing facilities and undertaking associated key-holder responsibilities.			
Ensuring compliance in use with appropriate PPE required to carry out duties in a safe, efficient and effective manner.	Moderate experience of team management in Bereavement Services or other relevant field	✓	
Complying with all Service health and safety rules and procedures and ensuring accurate completion of any relevant documentation.	Awareness and compliance with Health & Safety and risk assessments (Take ownership)	✓	
Using/operating equipment, tools and light plant including inspection, routine maintenance and cleaning e.g. chemical sprayers and other pedestrian controlled powered equipment.	Experience of using power tools e.g. hand held pedestrian mower, hedge cutter, leaf blower, strimmer	✓	
Using chemicals and applying herbicides, recording and controlling as to Service procedures.	PA 1 and PA6 AW spraying certificates		✓
	PA2 Spraying Certificate		✓
Operating ride on or remote-control grass cutting machinery and ride on spray equipment.	Ability to drive/operate all relevant plant e.g. compact tractor, pick-up, van	✓	

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Operating mini excavators and dumper trucks for excavation work including grave preparation and backfill, and any other works required.	Ability to operate / drive all relevant plant. Current driving licence	✓	
Undertaking general maintenance of landscaped areas and similar open spaces including highway verges and central reservations. (e.g. grass cutting, hedge trimming, clearing leaves and litter, and general arboriculture work).	Experience of ground care works (Deliver results)	✓	
Carrying out environmental improvement works including, slab laying, fencing, drainage works, shrub and tree planting, and grass seeding operations.		✓	✓
Inspecting and carrying out daily maintenance checks on vehicles and specialist equipment as per operational guidance, reporting any defects to Chargehand / Lead Officer.	Current driving licence	✓	
Where appropriate, ensuring there are adequate supplies of fuel and that fuel types are mixed correctly.	Working knowledge of legislation relative to Service requirements		✓
Interpreting drawings, bills of quantities, and other work instructions for non-routine works including gravedigging instructions, environmental improvements, etc. Interpreting plans and designs, ensuring excavations and associated activities are carried out to specified standards compliant with all health and safety legislation.	Numeracy and literacy skills	✓	
Undertaking work involved in the erecting and dismantling of headstones including installation of new foundations as required through the inspection and make safe process for headstones.	Understanding of Health & Safety legislation		✓
Identifying, and carrying out repairs as required or through in-house or external services, monitoring to agreed specifications specifically in relation to the operational duties within cemeteries and crematoria grounds.			
Carrying out the manual removal of litter, animal carcasses, animal faeces and other debris, and also deposits arising from illegal dumping, and assisting in the transfer of waste.	Ability to undertake manual outdoor working in all weathers	✓	

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<p>Ensuring the appropriate transfer and segregation of waste and recyclable materials within cemeteries and crematoria grounds for suitable disposal.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Horticultural background</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">✓</td> </tr> </table>	Horticultural background		✓			
Horticultural background		✓					
<p>Assisting the Chargehand at meetings with Councillors, external and internal partners.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Good Communication skills</td> <td style="width: 10%; text-align: center;">✓</td> <td style="width: 10%;"></td> </tr> </table>	Good Communication skills	✓				
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<p>Providing cover for Chargehand as requested.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Leadership skills</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">✓</td> </tr> </table>	Leadership skills		✓			
Leadership skills		✓					
<p>All duties associated with the preparation and reinstatement of a grave for burial and commemoration thereafter including locate, prepare grave for funeral, carry out required duties during funeral service, reinstate grave following funeral. Assist with the conveyance of the coffin to graveside and lowering into grave.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Previous experience in ground maintenance and cemetery works.</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">✓</td> </tr> <tr> <td style="width: 80%;">Awareness of Health and Safety, COSHH, Risk Assessment Implementation.</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">✓</td> </tr> </table>	Previous experience in ground maintenance and cemetery works.		✓	Awareness of Health and Safety, COSHH, Risk Assessment Implementation.		✓
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<p>Inspection and make safe repair / dismantling of unstable memorials including recording the inspection and input to database through either mobile technology or hard copy recording.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Previous experience in ground maintenance and cemetery works.</td> <td style="width: 10%; text-align: center;">✓</td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 80%;">Numeracy and literacy skills</td> <td style="width: 10%; text-align: center;">✓</td> <td style="width: 10%;"></td> </tr> </table>	Previous experience in ground maintenance and cemetery works.	✓		Numeracy and literacy skills	✓	
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<p>Undertaking all other duties as required for the role. Duties will be in line with the grade</p>							
<p>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</p>							
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>							

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.