

SPECIALIST GARDENER			
Reference No.	G004.01	Generic/Individual	Generic
Service	Bereavement Services		
Job Family	Technical 5	Grade	FC5

Purpose
<p>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.</p> <p>Working in all weather conditions within a team and/or on occasion lone working undertaking associated work within cemeteries, churchyards and crematoria gardens.</p> <p>The post holder is expected to work with minimal supervision and to accept responsibility for the direction of the work of the team.</p>

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
In the absence of Chargehand assist scheduling work and instructing team members on day to day tasks and workload within a geographical area (i.e. prioritise workload, achieve targets). Instruct staff as required on matters relating to their job completion. (i.e. specification details, aims and values).	SVQ 1 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	✓	✓ ✓
Providing regular 'hands-on' coaching to 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.	✓	

Role Profile

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Ensuring that employees provide best value and quality service to end users and clients. (customer satisfaction).	Customer service skills (Focus on customer - See 'How We Work Matters' Framework)	✓	
Motivating employees 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 that employees are provided with appropriate PPE required to carry out their 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)	✓	
Ensuring compliance with EU Driver Hours Rules.			
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	✓	
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	✓	

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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 constructional labouring work and erecting and dismantling sports and other types of equipment.	Understanding of Health & Safety legislation		✓
Identifying, and carrying out repairs as required or through in-house or external services, monitoring to agreed specifications.			
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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Ensuring the appropriate transfer and segregation of waste and recyclable materials.	Horticultural background		✓
Assisting the Chargehand at meetings with Councillors, external and internal partners.	Good Communication skills	✓	
Providing cover for Chargehand as requested.	Leadership skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional specific tasks or responsibilities – these are specific to the role but within the parameters of the grade			
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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>Previous experience in ground maintenance and cemetery works.</p> <p>Awareness of Health and Safety, COSHH, Risk Assessment Implementation.</p>		<p>✓</p> <p>✓</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>Previous experience in ground maintenance and cemetery works.</p> <p>Numeracy and literacy skills</p>	<p>✓</p> <p>✓</p>	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is included in appendices:
<p>The following information is included in appendices:</p> <ul style="list-style-type: none"> • Structure Chart • Skills Framework (if applicable) • How we work matters <p>You will be expected to work in any location or in any Service of the Council providing support as and when required to achieve the overall aims of the organisation.</p>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results