

STATUTORY RESPONSIBILITIES/LEVEL OF ACCOUNTABILITY

What am I accountable for?

To learn and assist with the development of the annual management plan of the gardens and grounds.

To adhere to the written grounds maintenance standards in all areas of the grounds including the car park, front verges and woodland areas.

To provide support to the Estates Officer in effective management and development of the 25-acre grounds including memorial areas, to ensure that the grounds are maintained to the highest standards and to maintain our excellent reputation.

To work as part of a team to assist the Crematorium Manager in providing a customer focused, sympathetic, efficient and dignified service to all crematorium users.

What are the consequences for me or the council?

To maintain and enhance the reputation of the crematorium and Wealden District Council.

This covers JE Criteria D (Accountability)

DECISION MAKING AUTHORITY (INDEPENDENCE)

What actions can I take independently?

Once a full understanding has been achieved and training undertaken, there is an amount of autonomy within your role to plan your days/weeks and to organise your workload to suit the types of duties to be carried out at different times of the year.

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As many of your duties are seasonal, it is your job to plan and prioritise your work in conversation and as directed by the Estates Officer and or Crematorium Manager.

When do I need to involve others?

You will be closely supervised until training has been completed, both on the job and as part of your studies. Support from other members of the team will be available when required.

JOB PURPOSE (COMPLEXITY)

Why does this job exist?

To help to enhance and develop the 25-acre grounds in order to maintain our reputation as the best crematorium in the area. In tandem with this, the job exists to provide Level 2 Horticulture/Landscape Construction Operative training and qualification with a view to a permanent position within the team on successful completion of the apprenticeship.

How does it contribute to the Council overall?

The Council's vision for the future is to promote early talent and apprenticeship opportunities. This role supports the Council's 'Grown our Own' Strategy and provides resilience and succession planning.

ROLE RESPONSIBILITIES

What are the most important things I will be doing?

Undertaking the Level 2 Horticulture and Landscape Construction Operative Apprenticeship and any other relevant training in order to provide support to the Crematorium Manager, Estates Officer and wider Crematorium team.

What are the most important things I will be doing?

To undertake a wide variety of horticultural duties, particularly flower bed maintenance, pruning, dead heading, removing weeds and pests using approved methods and equipment.

To carry out the maintenance of shrubs, planting, grass seeding and cutting to a high standard.

To undertake tasks associated with estate maintenance including minor tree work, pruning and litter clearance.

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To undertake general grounds maintenance, including laying turf, site preparation and construction.

To undertake the driving of the site gator, ride-on mower and able to maintain, upkeep all garden machinery. Duties will include all the relevant safety checks.

To assist in carrying out daily cleaning and maintenance of vehicles, plant and to complete vehicle and plant defect sheets. In addition to taking care of the usual range of hand tools.

To ensure that the paths and roads around the crematorium building are kept free from ice and snow using the equipment supplied.

As required assist with the installation, cleaning and maintenance of memorials within the crematorium grounds.

To assist with removing unauthorised items from memorials, flower beds and strewing areas.

The ability to work in all weather conditions.

Will I be managing others? No

Who do I report into? Crematorium Manager and Estates Officer.

PROGRESSION & DEVELOPMENT

What are the development opportunities for me?

Obtaining a Horticulture and Landscape Construction Operative Level 2 Apprenticeship

Attend other appropriate training courses as and when identified. Also to spend time with local stakeholders like gardening landscapers, agrifactor operatives and local gardening machinery businesses to gain knowledge.

On the job training, with the potential to secure a permanent position at the end of the apprenticeship contract.

You will also have the opportunity to train as a cremation technician once the apprenticeship is completed and to gain a Certificate of Proficiency as part of the Crematorium Technicians Training Scheme.

How will I know I am being successful in this role?

There is a comprehensive induction programme for you as an apprentice, as well as a probation period. This is where the apprentice and manager will discuss expectations and performance, and any further support or guidance will be identified.

What is the required learning for me in this role?

As part of the induction programme, the apprentice will be required to undertake certain mandatory online learning modules.

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The apprentice will be required to spend 20% of their working week on 'off the job' training – which is protected time to work on their apprenticeship course.

This is an outline job description designed to summarise the key responsibilities of the role and is not intended to cover every task that may be required. It may be subject to change to meet the evolving needs of the organisation.

Additional Role Requirements	
Standards of Conduct	<p>You will be required to comply with the Council's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Council, Members, Colleagues and all those who have dealings with the Council, including customers and suppliers.</p> <p>You must behave with integrity, act lawfully and demonstrate a strong commitment to ethical values.</p> <p>To positively demonstrate the Wealden values yourself and to continue to build the culture of the Wealden values through the appointment, management, appraisal and development of staff (as well as third party providers).</p>
Health & Safety/Risk Management	<p>Wealden District Council's Health & Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding H&S issues and report all accidents, incidents and problems to their supervisor, manager or other senior members of staff, in line with the H&S policies.</p> <p>You will need to be compliant with the Council's risk management policies and procedures. These describe the Council's commitment to risk management, the recognition that our aim is to protect colleagues and visitors from harm, and stress that all colleagues have a responsibility to minimise risk.</p>
Governance Standards	<p>Comply with the relevant governance standards applicable to the Council as communicated to the post-holder from time to time.</p>
Data Protection	<p>To comply with Council Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of staff and customer information.</p>

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Confidentiality	Council colleagues are required to ensure that information about customers and staff is safeguarded to maintain confidentiality and is kept securely in accordance with General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA18). The Council's Data Security and Protection policy ICT policies provide guidance on how this can be achieved.
Communication	To encourage innovation and positive challenge through effective involvement, motivation and communication with Officers, Members, Partners and other Stakeholders, actively promoting the Council's reputation and image as an employer of choice.
Digital/ Records Management	<p>To direct the identification, development and implementation of digital and other systems and procedures which are aligned to the Council's Drive to Digital Strategy and are shaped to reflect our customers' and stakeholders' needs.</p> <p>To maintain Council customer and staff records (both paper and electronic) in accordance with Council policies.</p>
Freedom of Information	To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Council Freedom of Information procedures.
Security	To comply with Council policies to ensure there is a safe and secure environment that protects Members, staff and visitors and their property, and the physical assets and the information of the organisation.
Other duties	Participate in such non-routine duties as elections and Emergency Planning as directed by the Chief Executive to include, where appropriate, the setup of a Rest Centre.
Freedom to Speak Up (Whistleblowing)	You have responsibility for customer and staff welfare and should raise any concerns relating to a breach of Council policies and procedures with your manager or refer to HR for alternative options.
Environmental Impact	You will ensure compliance with the Council's environmental management policies and procedures. These describe the Council's commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards.

POST NO:

Performance review	<p>This Job Description will be used as a basis for individual performance review between you and your line manager.</p> <p>The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April and may develop to meet the changing needs of the service. You will need to take due account, in the way they achieve the key result areas, of Council policies and procedures.</p>
Equality and Diversity	<p>To take responsibility and comply with the Council's Equal Opportunities policy (which makes a commitment to promote equal opportunities and equality of all protected characteristics in Wealden), Officers' Code of Conduct, Data Protection and other relevant policies, procedures and legislation, to ensure these are embedded and applied throughout the service in both service provision and employment issues.</p>

POST NO:

PERSON SPECIFICATION			
CRITERIA	ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	Working in a team environment		✓
Qualifications / Education	A good level of general education, preferably with GCSE or equivalent passes in English and Math at 'C' or above or can demonstrate numeric and literacy ability from a previous working environment.		✓
	Current full driving licence	✓	
Knowledge	Excellent IT skills including using the full Microsoft Office suite of applications including Word and Excel.		✓
Skills and aptitudes	Enthusiastic, conscientious and the ability to use their own initiative and work within a team.	✓	
	Organised, with sound administrative skills.	✓	
	Suitable level of fitness to carry out physical aspects of the job, including use of gardening machinery and moving coffins, lifting barrels and carefully transferring contents. Must be able to work outdoors	✓	
	Flexible approach to work. Flexible working hours to include occasional evening and weekend working. Actual hours will be decided by the Crematorium	✓	

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CRITERIA	ATTRIBUTES	ESSENTIAL	DESIRABLE
	Manager on a rota basis. Some Saturdays may be required and will be counted as a normal working day for this post.		
Personal attributes	Proven ability to plan and prioritise own work with attention to detail.	✓	
	Ability to demonstrate self-motivation and work as part of a team working towards common objectives with a flexible and willing approach to meet challenging demands.	✓	
	An understanding of the importance of the environment you work within – crematorium and gardens of remembrance	✓	
	Empathetic nature as you will encounter grieving people within the grounds	✓	

POST NO:

OUR VALUES



**WORK
TOGETHER**

We work together:

One organisation
One team

One district
One five-star customer service



EMPATHY

We show empathy:

Connection
Understanding

Consultation
Listening



AMBITIOUS

We are ambitious:

Purposeful
Enterprising

Resourceful
Innovative



LEAD

We show leadership:

Accountability
Flexibility

Embracing change
Leading by example



DELIVER

We deliver:

Planning
Communication

Meeting deadlines
Achievement

POST NO: