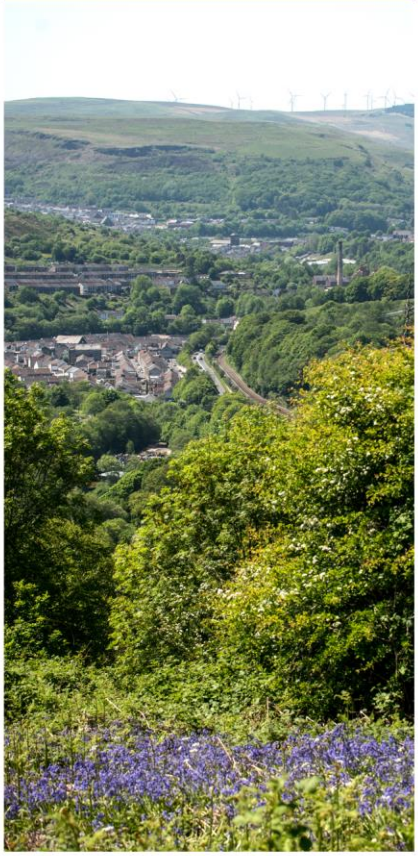
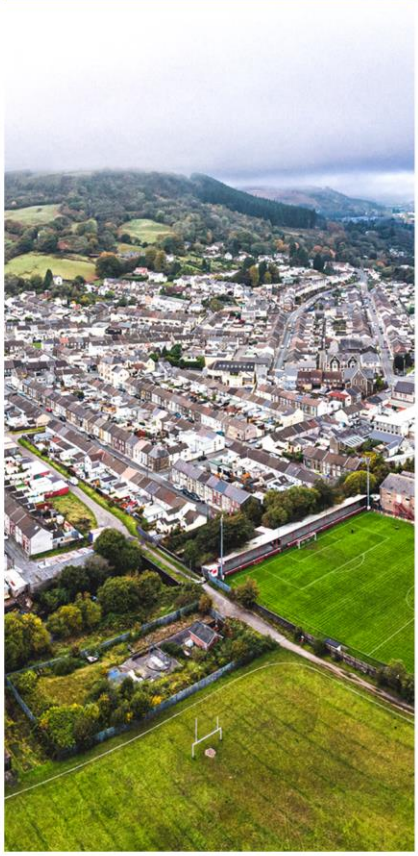
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

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Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

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

JOB DESCRIPTION

Causal Cemetery Operative

Post Reference Number: 17434, 17345, 17436
Date of Job Description: October 2020
Version: 1

Grade	GR5
Location	Glyntaff Crematorium
Group	Community & Children's Services
Division	Public Health & Protection
Department/Section	Bereavement Services
Team/Sub Section	Operational
Responsible to	Bereavement Services Team Leader and Cemetery Supervisor
Posts reporting to this post	None
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 35 days 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 undertake day to day tasks associated with Cemetery and Crematorium maintenance in accordance with industry guidelines / best practice.

What you will deliver:

1. In conjunction with the Chargehand, be responsible for the identification of the correct grave space prior to excavation in line with the Council's Grave Location Procedure, checking all details against cemetery records.

2. Identify the appropriate equipment and method of excavation in conjunction with the code of safe working practice for cemeteries.

3. Undertake the excavation of graves in line with training received ensuring the correct specification, size and dimension are achieved and the correct shoring is used appropriately.

4. Responsible for completion of shoring maintenance and defect logbook reporting any defects found.

5. Completion of plant maintenance defect log sheets and reporting any defects found.

6. Use appropriate handheld tools and/or mechanical equipment to undertake the excavation in accordance with code of safe working practice as different terrains and ground conditions dictate.

7. Identify and deal with any health and safety hazards and report any that cannot be dealt with to the Chargehand/Manager.

8. In conjunction with the Chargehand, be responsible for ensuring that the committal service progresses safely.

9. Represent the Council in a professional manner when dealing with the public and external agencies, such as Funeral Directors, in an empathetic manner concerning the needs of the bereaved e.g. dealing with contentious issues such as traffic management and refusal to visit gravesides.
10. Assisting the Funeral Directors with the strapping of the coffin and assisting the bearers to the graveside ensuring the coffin arrives at the grave side safely is lowered in a professional and dignified manner.

11. Responsible for backfilling of graves ensuring there is no damage to the coffin and in accordance with code of safe working practice for cemeteries.

What you will deliver:

12. Assess the ground conditions for the safe removal of the shoring in accordance with the code of safe working practice for cemeteries.

13. Ensure area is clean and tidy and that the floral tributes are placed carefully on the grave.

14. Remove all dead flowers and unused flower containers.

15. Undertake grounds maintenance including the use of machinery e.g. hedge cutters, blowers, grass cutting machinery.
16.
17. Undertake site inspections of recently buried graves checking for subsidence.

18. Maintenance of hedges, rose bushes and large grass areas.

19. Collection of litter, leaves etc and the emptying of litter bins.

20. To ensure that the cemetery and ancillary buildings are kept in a clean and neat condition and to undertake maintenance duties, for example, painting, kerb setting, minor tarmacing and drainage works.

21. The correct preparation and application of pesticides in line with health and safety and pesticide legislation.

22. Responsible for locking and unlocking of cemetery entrance gates, buildings, Churches and Chapels throughout the borough.

23. Responsible for locking and unlocking of work compounds which house plant and equipment.

24. Safe use and storage of chemicals in accordance with COSHH regulations.

25. To safely and in accordance with the Driver and Vehicle Licensing Agency (DVLA) requirements, transport excavation equipment by means of towing between designated sites and to operate the excavation equipment.

26. To erect sealed chambers when required in line with the authorities shallow grave policy.
27. Directing of traffic in the cemeteries to the relevant burials and keeping roads clear to ensure funerals are able to take place.

28. To carry out the exhumation of human remains both full coffined and cremated remains as and when required.

29. Completion of daily checklist when using Council vehicles, plant or equipment.

30. Assisting with the training and mentoring of new, seasonal or agency staff.

31. To undertake any training relevant to the post.

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.

What you will deliver:

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.

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
Current driving licence with a willingness to train towards a C1+ E towing qualification	NPTC Pesticide Qualification PA1, PA2 or PA6A
National qualification in grave digging and shoring and undertake refresher training (LANTRA accredited) or ability to attain qualification within 12 months.	Safe Use of Woodchipper Course
	Chainsaw Maintenance, cross cutting and felling up to 380mm Course

Experience:

Essential	Desirable
Working in a manual, outdoor environment as part of a team.	Experience of cemetery work and operating plant and equipment
Dealing with customers	

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	**Ancillary Staff**
Competency Areas	**Competency behaviours and values**
Working with Others	Is a 'team player'. Always treats other people with respect
Communicating Effectively	Speaks clearly. Checks that others have understood them.
Demonstrating Technical Ability	Keeps their equipment in good order, ensuring that equipment is well maintained. Has levels of literacy and numeracy needed for the job.
Working Safely	Knows and follows relevant H&S rules and procedures. Anticipates and reports any risks or incidents to the correct people quickly.

Being Committed and Reliable	Has a positive attitude towards completing any necessary tasks. Uses their initiative and can work without close supervision.

Special Conditions and Professional Requirements

Ability to travel independently between sites.

Ability to work as and when required