ARDS AND NORTH DOWN BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	**Trainee Senior Gravedigger**
Directorate:	Initially Environmental Services, however, may be required to work in any Directorate of the Council
Department:	Initially Parks and Cemeteries, however, may be required to work in any Council Department
Location:	Throughout the Borough
Reports to:	Cemetery Team Leader
Salary Scale:	Scale 3 (SCP 6-7)
Car User Status:	Use of Council Vehicle

PURPOSE AND FUNCTION OF THE POST

To carry out grave digging and maintenance duties at Council burial grounds throughout the Borough in locations identified by the line manager either individually or as part of a team, ensuring all areas are well maintained, clean and presentable. To ensure effective communication with site users, other members of the team and line management.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Preparing and digging graves either manually or by using grave digging machinery, carrying out funeral duties and then backfilling grave to a satisfactory standard.

2. Upgrading graves affected by natural sinkage, levelling and sowing with grass seed.

3. Responsible for the operation of machinery and equipment including powered grass cutting machinery, dumpers and tractors, ensuring they are transported and operated in safe, secure and proper manner.

4. Cleaning, oiling and greasing all tools and machinery.

5. Undertake grounds maintenance works as required including grass cutting, trimming hedges and shrubs, brushing paths and roadways; planting and maintaining flowers, shrubs and trees, and weed control.

6. Cleaning shelters, garages, canteen and toilets and washing headstones when required.

7. Giving directions to members of the public.

8. Using pesticides in accordance with the relevant legislation as and when required.

9. Act as keyholder for grounds maintenance facilities as required.

10. Cleaning of equipment and work areas as required.

11. To comply with and promote equality, health and safety in accordance with Council Policies and legal requirement.

12. Support the operation and implementation of the Local Biodiversity Action Plan (LBAP) and develop opportunities for contributions to LBAP targets.

13. Ensure appropriate use of IT Equipment, software and mobile phones where supplied.

14. Carry out all specified, and any other relevant, duties to the highest of professional standards, protecting the reputation and always ensuring the integrity of the Council.

15. Participate in the formulation, implementation and evaluation of the Service Plans responding to changing trends and stakeholder needs.

16. Assist with opportunities to gain efficiencies and improve effectiveness including collaborative joint working and other innovative approaches to achieve a better public service.

17. Achieve high standards of personal performance, through meeting agreed personal targets and undertaking planned programmes of professional development.

18. Undertake any other duties consistent with the level and nature of the post that may be allocated by management to include the interchange of duties to cover leave, employee vacancies or illness.

Note: The post holder may be expected to work outside hours at weekends, evenings and public holidays as dictated by the needs of the service.

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PERSON SPECIFICATION

The person specification provides information on the qualifications, experience, knowledge and skills required to carry out the duties of the post.

The essential criteria will be used for shortlisting and as part of the selection process.

CATEGORY	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• n/a	
EXPERIENCE	Applicants must be able to demonstrate, by providing personal and specific examples, that they have **one years' experience in:** • Working in a park, cemetery, or similar environment with a public interface. • Using a range of horticultural machinery and hand tools in a safe manner.	1) Applicants must be able to demonstrate, by providing personal and specific examples, that they have **two years' experience in:** • Working in a park, cemetery, or similar environment with a public interface. • Using a range of horticultural, machinery and hand tools in a safe manner. 2) Previous experience in the interment/burial process.
KNOWLEDGE, SKILLS AND ABILITY	• Understanding of Health and Safety and practical risk assessments. • To be a good team worker. • Providing a high-quality service in a public facing role. • Sensitivity to the differing requirements of individuals and groups of visitors.	
OTHER REQUIREMENTS	• Prepared to work outside normal working hours, including weekends when required (this will involve grave digging at weekends, public holidays and late burials).	

	• A valid Category B driving licence • Commit to completion of the 20-month Trainee Senior Gravedigger training programme to include completion of recognised digger and dumper licences and PA1/PA6 Certificate of Competence in the application of Pesticides, within 12 months of appointment and C1+E driving licence within 20 months of appointment • Appointment will be subject to completion of a medical questionnaire including a pre-employment Drugs and Alcohol Screening. • A driving assessment by Council will form part of the selection process.	

The selection panel reserves the right to enhance the shortlisting criteria to facilitate the process when necessary