ARDS AND NORTH DOWN BOROUGH COUNCIL

Trainee Senior Gravedigger Information Sheet

The Council is seeking to recruit three Trainee Senior Gravediggers within the Parks and Cemeteries Service Unit in the Environmental Services Directorate. This is an excellent opportunity for those motivated to pursue a career as a Senior Gravedigger.

Post holders will commence as Gravediggers and undertake a 20-month training programme arranged by Council to enable them to become Senior Gravediggers in the future.

Please Note:

These trainee positions are on a **20-month temporary contract**, which may be made permanent, however there is no guarantee of this.

Post holders who successfully complete the training programme, will be eligible to express interest in a permanent Senior Gravedigger position on Salary Scale 4, SCP 8-12, £27,709 - £29,542 per annum. However, a permanent appointment is not guaranteed and will depend on the number of applicants who successfully complete the training programme versus the number of permanent Senior Gravedigger vacancies available at that time.

Should a selection process need to take place towards the end of the programme, a reserve list may be kept for permanent Senior Gravedigger vacancies which arise within 12 months of the date of interviews.

Terms and conditions

Working hours are 36 hours per week normally worked Monday to Thursday 8:00am to 4:00 pm and Friday 8:00 am to 2:30 pm

- Post holders must be able to work outside normal working hours, including weekends (this will involve gravedigging at weekends, public holidays and late burials). This will also include being on standby for specific periods.
- Based in either Movilla Cemetery Newtownards or Clandeboye Cemetery Bangor, however successful candidates may be required to work at any location throughout the Borough.
- Appointment will be subject to satisfactory completion of a medical questionnaire and screening to include drugs and alcohol.
- A driving assessment will form part of the selection process.
- Postholders will commence as Gravediggers on Scale 3, Spinal Column Points 6 -7. Current salary range is £26,847 - £27,274 per annum.

- A reserve list may be held for this programme.

Training

Please note a training agreement will be drawn up to ensure the completion of certificates and licences which are not already held but will be required for the Senior Gravedigger post. Postholders must commit to the achievement of all necessary training, qualifications and licences. The following conditions will apply:

- Release from work to complete digger and dumper licences within 12 months of appointment
- Support to attain PA1 and PA6 certificates in the application of pesticides within 12 months of appointment
- Release from work to obtain C1+E driving licence
- Training in the use of a range of cemetery and grounds maintenance machinery, hand tools and horticultural chemicals in a safe manner
- Ongoing on the job training, support and development
- Customer care skills and how to sensitively meet the needs of cemetery visitors
- Paid training course and examination fees
- Training costs and test fees will be recouped by Council if post holders fail to pass training or a driving test within the 20-month period. For driving tests, the Council will pay for 1 retest after the first attempt. Each case will be treated on its own merits.
- If post holders resign or are dismissed from Council before the end of the 20-month period, training costs and test fees must be refunded. This will be on a graduated basis from the date of achievement as follows:

    - Full cost refunded by employee *within 1 year*
    - 50% refund by employee *between 13 to 18 months*
    - 25% refund by employee *between 19 to 24 months*

Benefits

Employees have access to a wide range of benefits at Ards and North Down Borough Council. In addition to a competitive salary, the Council supports all staff in their career aspirations through learning and development opportunities. Current key benefits include:

- 35 days of annual leave (including bank/public holidays), rising to 38 days after five years of service, and 41 days after 10 years of service.
- Northern Ireland Local Government Pension Scheme (Council contributes 15.5% of salary).
- Health benefits: Westfield Healthcare Scheme, Leisure Centre Membership; Cycle to Work Scheme
- Time Off in Lieu (TOIL)

Local Government is committed to fair and equal treatment to all those seeking employment and in employment