

Job Description and Person Specification



Job Description

Job Title	Bereavement Services Gardener
Grade	Gd 4 (point 6)
Service	Coventry Bereavement Services
Reports to	Paul Rayner
Location	The Lodge, Canley Cemetery & Crematorium
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Under the general direction of the Asst. Bereavement Services Manager and having due regard for the feelings and needs of the bereaved, to maintain the landscape of the Gardens of Remembrance, arboreal and horticultural features across all the Authorities' Cemeteries.

To undertake instruction with regard to the maintenance and erection of post cremation memorials and assist in the soft and hard landscaping of new designs and future development of all the Gardens of Remembrance

Main Duties & Key Accountabilities

1. Undertake general driving duties, which may include allocated vehicles up to 7.5 tonnes and ride on grass cutting equipment.
2. Comply with the Council's driving policy and all necessary road traffic legislation i.e ensure appropriate signing and coning on the highway as required by the Safety at Street Works and Road Works Code of Practice, and Chapter 8 of the Traffic Signs manual.
3. Organise and assist with grounds maintenance activities as required:
 - Planting and maintenance
 - Hedge cutting (manual) and selective pruning of shrubs and hedges
 - Chemical control applying weed killers and other chemicals using different types of applicators in accordance with approved procedures and Health and Safety guidelines
 - Ground level tree works using hand and power tools
 - Pond maintenance
 - Grass cutting, strimming, edging
4. Assist the Bereavement and Memorials Officer giving advice to visitors about the memorial schemes available.
5. Distribute and direct the work of maintenance operatives working in the gardens, resolving any minor on site problems.
6. Provide on the job training and guidance to lower graded operatives as appropriate.
7. Develop annual plan for gardens to cover all maintenance and development aspects
8. Liaise with customers to ensure that work is carried out as required and to resolve any problems and answer queries that may arise.

9. Bring to the attention of the Bereavement Services Asst. Manager any issues that need to be addressed by the service.
10. Undertake snow clearance and gritting of pedestrian areas as necessary.
11. Ensure that safe working methods are being adhered to.
12. Complete any relevant records, using handheld data devices and information technology systems as necessary.
13. Oversee the work of the Gardening team making decisions about priorities in relation to the allocation of work rotas/duties and holiday allocation, making sure that quality standards are achieved and maintained within the gardens of remembrance.
14. Ensure monthly one to one's and appraisals are undertaken including setting clear objectives and development plans. Undertaking Return to Work meetings and leading team meetings as required.
15. Ordering of equipment and memorial shrubs, summer bedding using the council's Business world finance system.
16. Carry out toolbox talks for new and existing Staff.
17. To excavate and backfill plots for the burial of ashes within the cemetery environment.
18. Provide support re the provision of full interments as and when necessary.
19. Provide support for third man duties within the crematorium as required.
20. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External The bereaved, Funeral Directors Ministers and officiants	Internal Other Bereavement Services officers including Management team Crematorium officers Funeral Coordinators Bereavement & Funeral Coordinators Gardeners
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:
Assistant Gardener'x2

Person specification

Job Evaluation Code	C6122D
Knowledge	
Basic awareness of the following:	
<ul style="list-style-type: none">• Knowledge of horticulture• Knowledge of mechanical vehicle operation using various implements• Basic environmental understanding and appreciation• Arboreal practices• Knowledge of Health and Safety requirements• Knowledge of COSHH• Knowledge of Road Safety Act	
Skills and Abilities	
<ul style="list-style-type: none">• Ability to operate a range of machinery• Ability to follow verbal and written instructions• Numeracy and literacy skills to complete reports, undertake risk assessments• Customer care skills to liaise with the public and be able to deal tactfully and sympathetically with bereaved people• Ability to work as part of a team and to direct and lead a team• Ability to transfer skills to other operatives through informal training• Ability to work with minimum supervision• Ability to prioritise workload• Flexibility to adapt to changing priorities• Basic ICT skills required.• Able to undertake routine maintenance of garden equipment• Ability to communicate work instructions written and verbal	
Experience	
<ul style="list-style-type: none">• Experience of planting, pruning and grass cutting operations• Practical experience of gardening maintenance.	

- PA1 and PA6 trained
- Experience in the use of Office 360
- Delivering Tool Box Talks
- Previous supervising a team.
- Significant experience of operation of plant and equipment

Qualifications

- PA1 and PA6 trained
- NVQ 1, 2 & 3 in Horticulture, City & Guilds or equivalent
- Prepared to study for ONCN Introduction to brickwork & block paving courses

Special Requirements:

Hold a Full UK Driving License

Date Created	11.10.2024	Date Reviewed	11.10.2024
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