

Job Description and Person Specification

Role: Bereavement Services Assistant Gardener



Job Description

Job Title	Bereavement Services Assistant Gardener
Grade	3
Service	Bereavement Services
Reports to	Assistant Bereavement services Manager
Location	Canley Cemetery & Crematorium
Job Evaluation Code	A5523



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

Purpose of the role

Under the general direction of the Asst. Bereavement Services Manager and having due regard for the feelings and needs of the Bereaved to assist in maintenance of the Gardens of Remembrance, arboreal and horticultural features across all the Authorities Cemeteries.

To undertake instruction from the Bereavement Services Gardener 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. To excavate and backfill plots for burial of ashes at Canley Cemetery.

Main Duties & Key Accountabilities

Core Knowledge

1. To maintain a high standard of maintenance of the existing gardens, arboreal and horticultural features.
2. To assist when carrying out soft and hard landscaping for future development of the Gardens across the City.
3. To contribute as a team member when maintaining the Gardens of Remembrance across all the cemetery sites.
4. To assist and give advice to visitors to the gardens about memorial schemes available.
5. To follow work programmes/instructions to erect, locate, clean or other works associated with outside Memorial Schemes and Book of Remembrance room.
6. Lay out individual gardens and erect memorials using construction techniques ensuring Health and Safety safe systems of work are adhered to.
7. To drive various vehicles and trailers to other cemetery sites to transport a range of equipment to maintain the various Remembrance Gardens and Memorial Schemes.
8. To carry out all the duties using specialist gardening equipment.

9. To maintain the pond ensuring the ph conditions are conducive to healthy carp and plant life.
10. To carry out herbicide, fungicide and pesticide spraying ensuring Health and Safety procedures and COSH regulations are strictly adhered.
11. To assist in the arboreal maintenance by planting, pruning, barrelling, staking, and spraying trees within all the Remembrance gardens.
12. Assist with the preparation of beds and plant seasonal bedding, also maintaining hanging basket and planters all year round.
13. To assist in carrying out a flexible programme of works to accommodate changing demands whilst achieving targets set and meeting deadlines.
14. To assist in the safe use and maintenance of all tools and equipment used in the upkeep of the gardens and including those used for memorial schemes.
15. To assist in the preparation of the gardens ready for each Memorial Service held within the Authorities Cemeteries, erecting and dismantling appropriate equipment.
16. To have a flexible approach to working in the Gardens.
17. To assist to continually train and help mentor the Bereavement Service Horticultural Apprentice.
18. To excavate and backfill plots for the burial of ashes within the cemetery environment.
19. Provide support re the provision of full interments as and when necessary.
20. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Bereaved families and members of the public Funeral Directors Stonemasons Mechanics Ministers	Internal Other officers in different Bereavement Services department Directors, Councillors and Senior Level Management Other CCC officers and support workers
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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: N/A

Person specification

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Knowledge	
<ul style="list-style-type: none"> • Of gardening/horticultural practices, mowing, scarifying, edging, pruning, spraying etc 	
<ul style="list-style-type: none"> • Arboreal practices, planting, pruning, barrelling and spraying 	
<ul style="list-style-type: none"> • Hard and soft landscaping 	
<ul style="list-style-type: none"> • Construction techniques to erect and dismantle equipment/memorials 	
<ul style="list-style-type: none"> • Cosh Regulations 	
<ul style="list-style-type: none"> • Principles of Customer Care 	
<ul style="list-style-type: none"> • Health and Safety Procedure 	
Skills and Abilities	
<ul style="list-style-type: none"> • Literacy and numerical skills to use and measure chemicals and read maps 	
<ul style="list-style-type: none"> • Verbal communication 	
<ul style="list-style-type: none"> • To deal tactfully and sympathetically with bereaved people in a calm and non confrontational manner 	
<ul style="list-style-type: none"> • To have a flexible approach to work 	
<ul style="list-style-type: none"> • To be able to meet targets and deadlines 	
<ul style="list-style-type: none"> • To understand the Equal Opportunities Policy in relation to service delivery 	
<ul style="list-style-type: none"> • To undertake strenuous physical tasks and work outdoors in all weathers 	
<ul style="list-style-type: none"> • Lift and manoeuvre heavy equipment 	
<ul style="list-style-type: none"> • Operate complex technical equipment 	

<ul style="list-style-type: none"> To drive various vehicles and pull a trailer
<ul style="list-style-type: none"> To erect memorials and dismantle
<ul style="list-style-type: none"> Skills and ability to mentor
<ul style="list-style-type: none"> To be a team member
Qualifications
<ul style="list-style-type: none"> Manual handling Course (s)
<ul style="list-style-type: none"> Basic Computer Skills
<ul style="list-style-type: none"> Able to use a dumper (possess or work towards)
<ul style="list-style-type: none"> Spraying PA1 & 6
<ul style="list-style-type: none"> Health & Safety
<ul style="list-style-type: none"> Fire Awareness Course
<ul style="list-style-type: none"> Council Defensive Driving Course (to drive Council vehicles – Truck with trailer)
Special Requirements
<ul style="list-style-type: none"> Possession of current driving licence Prepared to study for the courses in the Education section. Any future training which is commensurate with the post.

Date Created	30.08.2023	Date Reviewed	August 2024
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