

# EMPLOYEE

# SPECIFICATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dept:** | **Environmental Health** | | **Section:** | **Cemetery and Crematorium** | |
| **Post No:**  **COEH03002** | | **Designation:**  **Cemetery and Crematorium Technician** | | | **Grade: 6**  **£27,711 - £29,093** |

|  |  |
| --- | --- |
| **Qualification:** | |
| E  D | A good standard of general education, preferably to include qualifications at national qualification level 2 (or equivalent) in English & Maths (e.g. GCSE grades C or above).  Qualified Cremator Operator (applicants who are not qualified will be provided with full on the job training with the essential requirement that they study successfully for a BTEC level qualification in cremator operation and practice, for which the Council will fund agreed study costs). |
| **Knowledge/Skills/Abilities:** | |
| E  E  E  E  E  D | An ability to organise and manage own workload to meet deadlines.  Ability to build and maintain relationships and to work as part of a team.  An ability to deal with the bereaved in a caring and compassionate manner.  An ability to use a variety of ICT applications to record and store data  An ability to undertake physical work in the form of loading coffins into the Cremators and carrying out grounds maintenance/gardening work.  Knowledge of the bereavement industry. |
| **Experience:** | |
| D  D  E  D | Experience of working within bereavement services, preferably in a local authority setting.  Experience of providing a service to the public.  Experience of undertaking grounds maintenance duties/gardening work.  Experience of working in an office environment. |
| **Special Requirement:** | |
| E | The ability to work weekends and bank holiday for which reasonable notice will be given, except in an emergency. The work will include:   * regular rota to staff the Crematorium and/or weekend burial service * participation in public open days / historic walks at both sites - approximately 3 days a year. |
| E Essential  D Desirable  Date reviewed: Feb 2025 | |