



Your job

Job Title: Cemetery Operative

Service: Bereavement Services

Grade: 5

Reporting to: Bereavement Services Foreman

Bereavement Services provide burial and cremation services across the Borough cemeteries. Your new job will be to carry out a full range of duties to effectively deliver cemetery-based operations including, grave excavations and the delivery of the ground's maintenance service in accordance with instructions and agreed procedures and be sensitive to the needs of grieving families dealing with bereavement.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

On an ongoing basis you will:

- Be accountable for the preparation, presentation and backfilling of graves in line with policy and procedures by using appropriate plant and equipment.
- Take pride in all you do to present all cemeteries grounds to a high standard including grass cutting, hedge cutting, weed killing, planting, bin emptying, litter/leaf collection, floral tribute management and site security.
- Be empowered to carry out maintenance to achieve expected presentation in all cemetery grounds including lift and level procedures to maintain a level ground.
- Be accountable for compliance with all relevant legislation and with local rules and regulations.
- Assist the Cemetery Foreman in planning new memorialisation, locating graves by using plans and electronic information and to manage floral tributes.
- Carry out burials, burial/scattering of cremated remains and exhumations with dignity and sensitivity to families dealing with bereavement.
- Be courageous in the enforcement of memorial rules and regulations and be open to new ways of working.
- Remove/re-fix grave kerbstones, headstones and concrete foundations as required and in line with approved procedures.
- Be accountable to undertake site inspection including headstones management, record results and report defects or any health & safety issues.
- Be available to cover for other colleagues in the service including crematorium and office duties.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Hold current certificates for ICCM COTS.
- Have current operation of 360° mechanical digging machine certificate or be willing to undertake this once in post.
- Hold a Full Driving Licence including category “B” towing of trailers.
- Have demonstrable experience working within a cemetery or grounds maintenance service.

- Ability to work unsupervised and on own initiative and as part of a team.
- Ability to operate a range of machinery associated with the job. Ability to deal sympathetically with cemetery visitors and the families of the bereaved.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”