



HOUGHTON REGIS TOWN COUNCIL

Job Description – Cemetery & Allotments Officer

Job Title:	Cemetery & Allotments Officer
Spinal Point Range:	SCP 14-17 £29,540 – £31,022 pro-rata
Hours of Work:	15 hrs per week
Location:	Council Offices, Peel Street, Houghton Regis
Job Summary:	To undertake the administration of Council's cemetery and allotment facilities.
Responsible to:	Project Manager
Responsible for:	None
Committee Responsibility	None

Key Areas of Responsibility

- To complete the cemetery administration for the Council
- To complete the allotment administration for the Council

Specific Duties & Responsibilities

Legal & Statutory Compliance

- To support the Head of Environmental & Community Services with legal, statutory and other provisions governing or affecting the running of the cemetery and allotments

Corporate management

- To comply with the Council's policies relating to the allotments and cemetery
- To assist with complaints received as relevant to the position

Allotments

- To ensure compliance with Allotment legislation and policy
- To ensure the upkeep of associated records
- To ensure tenancy agreements are in place;
- To manage the Council's allotment waiting list



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- To communicate out to plot holders as necessary

Cemetery

- To ensure compliance with Cemetery legislation and policy
- To ensure the upkeep of associated records
- To liaise with funeral directors and families over internment and headstone arrangements;
- To communicate out to plot holders as necessary

Democratic Services

- To provide guidance to staff on cemetery and allotment services as required
- To provide administrative assistance to the office staff as required

Health & Safety Management, Administration & Compliance

- To personally follow the requirements of the Health & Safety at Work Policy of the Town Council

Other

- To assist with providing staff cover within the scope of the role
- To maintain confidentiality at all times in respect of Council -related matters and prevent disclosure of confidential and sensitive information
- To assist with reception duties as required (office staff)
- To support Council events as required
- Some evening and weekend work may be required
- Such other duties within the range and scope of the job as may be required from time to time.

Employment Provisions

Terms and Conditions	NJC for Local Government Services
Benefits	The post is eligible to join the Superannuation Local Government Scheme
Annual leave	23 days annual leave, plus 3 additional days after 5 years LG service Public Bank Holidays, 2 additional statutory days Pro Rata
Working hours	15 hours per week
Key holder	Yes – Office
Call out	No



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First aider	Discretionary
Car allowance	Casual car user

This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder:	
Signature of Postholder:	
Date:	
Signature of Town Clerk:	
Date:	