



**Mansfield
District Council**

*Creating a District where
People can Succeed*

JOB DESCRIPTION

Post Details

Job Title:	Crematorium and Cemeteries Manager and Registrar	Grade:	7
Directorate:	Neighbourhoods	Post Ref:	CREM01
Department:	Crematorium	Car Allowance :	Casual

Job Purpose

To be responsible for the day to day operation and management of Mansfield and District Crematorium, Mansfield District Council's cemeteries, and provision of sound professional advice to the Crematorium Joint Committee

Reporting Relationships

Accountable to:	Head of Neighbourhoods and Joint Crematorium Committee
Responsible for:	Operations Supervisor, Admin Supervisor, Technicians x 3 FTE, Gardener/Technicians x 4 FTE, Admin Assistants x 2.6 FTE

Duties and Responsibilities – Job Specific

To be the Crematorium Joint Committee's 'proper officer' for its cremation function and ensure the effective implementation of all the statutory duties of the Committee relating to the proper management and control of the Crematorium including:-

- Under Section 17 of the Cremation Regulations 1930 to be the 'proper officer' for the Registrar of the Crematorium
- To be the 'proper officer' for discharge of the functions required under the Environmental Protection Act 1990 and subsequent legislation, reporting any changes necessary to policy, procedure and facilities in order to meet any new or revised statutory obligations
- To act as the 'proper officer' under Sections 46 and 69 of the Public Health (Control of Disease) Act 1984 for both Mansfield and Ashfield District Councils to provide a service for the burial/cremation of those persons and where it appears that no other person will make such suitable arrangements

To ensure the smooth and efficient running of the Crematorium and the maintenance, repair and renewal of the structure, plant, fitments and grounds

To ensure strict adherence to the 'Code of Cremation Practice' as issued by the Federation of British Cremation Authorities

To review regularly all functional operations to maximise commerciality and income from external sources, and to monitor the continued effectiveness of the service area consistent with Council policies

To work with ethnic and minority groups in providing a fitting and suitable service delivery in accordance with their customs

To provide effective and efficient management and administration of requests for burial in the Mansfield District Council's four cemeteries, and associated bereavement services in order to ensure the complete compliance with all statutory requirements

Duties and Responsibilities - Corporate

Operate according to the Council's corporate values and codes of behaviour

Ensure that at all times all Health & Safety legislative requirements are met; that the Council's Health & Safety Policy, its arrangements and procedures are implemented; that the Council's risk management objectives are delivered and other risk management activities are effectively implemented and monitored

Promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity

Comply with all relevant Council policies and procedures including Standing Orders and Financial and Administrative regulations and procedures (and ensuring that budgets are prepared and regularly monitored in line with these regulations), HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice

Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and responding positively to and driving forward transformation agendas

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post

Engage with digital models of service delivery and support the implementation of digital working methods

Criminal Record Checks

None

Date Produced/Last Amendment

08/09/2020

Employee Signature

..... Date:

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

Person Specification

Competencies	
Competency framework relevant to the post:	Leadership Level 2
	Assessment
Changing and Improving	Application/Interview
Leading and Communicating	Application/Interview
Achieving Commercial Outcomes	Application/Interview
Delivering Value for Money	Application/Interview
Managing a Quality Service	Application/Interview

Skills	Essential / Desirable	Assessment
Strong management skills	Essential	Application/Interview
Delivering excellent customer service	Essential	Application/Interview
To develop a strong team culture	Essential	Application/Interview
Good communication	Essential	Application/Interview
Preparing and presenting report skills	Essential	Application/Interview
Prioritisation and managing competing priorities	Essential	Application/Interview/ Test

Knowledge	Essential / Desirable	Assessment
Provision of bereavement services	Essential	Application Form/ Interview
Computer software including MS Word, Excel Outlook etc.	Essential	Application Form/ Interview
Budget Management	Essential	Application Form/ Interview
Processes and procedures to deliver Public Health (s46) Funerals	Desirable	Application Form/ Interview/Test
Risk Assessment processes	Desirable	Application Form/ Interview

Experience	Essential / Desirable	Assessment
Significant experience of managing business and administration resources, ideally in a local government setting	Essential	Application Form/Interview
Experience of successfully managing teams	Essential	Application Form/ Interview
Experience in Local Government Administration	Desirable	Application Form/ Interview

Qualifications	Essential / Desirable	Evidence
Full member of the Institute of Cemetery and Crematorium Management by qualification or experience , or eligible to enrol for the diploma	Essential	Application Form/ Documentary Evidence

based on experience in the bereavement industry		
Level 5 Institute of Leadership and Management qualification or equivalent	Desirable	Application Form/ Documentary Evidence
Additional information / other requirements of the post		
<ul style="list-style-type: none"> The employee will occasionally be required to work out of normal working hours/ work bank holidays as part of their role 		

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.

Date produced / last amended

22/09/2020