# Job Description

POST TITLE: Manager

DEPARTMENT: Woodside Cemetery & Crematorium

HOURS: Full-time (40 hours a week)

RESPONSIBLE TO: Operations Director

SALARY: £40,000

## Delegated Authority

As specified from time to time by the Operations Director

## Job Purpose

To be directly responsible to the Operations Director for all operational and management aspects of Woodside Cemetery & Crematorium, and to ensure the provision of a smoothly-run, high quality bereavement service which conforms in all respects with current statutes, local authority regulations and ICCM guidelines and the Scottish Burial and Cremation Legislation.

## Supervisory Responsibility

Administrator, Chapel Attendant/Cremator Operator, Head of Gardens and Grounds Maintenance, Organist, Medical Referees.

## Principle Contacts

* General Public
* Funeral Directors
* Company Directors
* Medical Practitioners
* Coroners
* Registrars (of Death)
* Clergy
* Contractors/Suppliers

## Management Responsibilities

To be the Crematorium 'proper officer' for its cremation function and in that capacity to secure the effective implementation of all the statutory duties of the crematorium and all other relevant cremation legislation to ensure the management and control of the crematorium including:

1. Under Section 17 of the Cremation Regulations 1930 to be the 'proper officer' for the Registration of Cremations at the Crematorium.
2. 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 statute obligations
3. To install, monitor and oversee all systems within the service covering Health and Safety, staff recruitment, appraisals, performance and training in consultation.
4. To ensure, the maintenance of high standards in the upkeep of all areas of the facility especially the chapel, remembrance rooms and gardens of remembrance.
5. To ensure, that all plant and equipment is maintained to a high standard and in accordance with all relevant Health and Safety legislation.
6. To ensure strict adherence to the 'Requirements relating to cremation’ as laid down by the Institute of Cemetery & Crematorium Management in their ‘Guiding Principles’ of the Charter for the Bereaved.
7. To oversee the correct identity, records and safe-keeping of all cremated remains ensuring that final disposal is in line with instructions of the ‘applicant’ for cremation.
8. To oversee the keeping of cremation records, as required by statute law, and records with respect to memorialisation using computer software.
9. To assist in the preparing and monitoring of the annual budget for Woodside Cemetery & Crematorium, and to be primarily responsible for the achievement of its cost and revenue targets.
10. To be responsible for receipting and recording daily income and ensuring its safe custody and arrangements for banking
11. To order supplies as required in line with any standing orders, ensuring value for money, and certifying accounts for payment.
12. To oversee the sale of after cremation memorials.
13. To assist personal callers to the crematorium office concerning arrangements for funeral services, advice on memorials and records.
14. To verify 'time-sheets' of hours worked by all crematorium staff.
15. To manage the interchangeability of all roles on the site in order to achieve maximum efficiency within the Memoria standards.

## Person Specification Criteria

### Skills/Abilities/Knowledge

1. Good knowledge of legislation concerned with the statutory duties of a cremation authority regulations and the Environmental Protection Act 1990.
2. Ability to communicate effectively in a sensitive, compassionate and confidential manner with customers in person or on the telephone and display a customer-focused approach to service delivery.
3. Ability to communicate effectively with staff, to organise and prioritise workloads and to lead, motivate, develop and train staff.
4. Ability to introduce innovations and changes in response to legislative developments and competition.
5. Ability to demonstrate an understanding of why equal opportunities is important in employment and provision of services.
6. Ability to demonstrate an understanding of why customer care is important in employment and the provision of services.
7. Ability to work as a member of a team.
8. Ability to follow established statutory and office procedures.
9. Ability to communicate effectively in writing and to make and maintain accurate records in legible script and with the use of IT systems.
10. Numeracy skills sufficient to monitor budgets and deal with cash handling, recording and banking.
11. Ability to understand the uses of information technology, use and input data onto IT systems.
12. A knowledge of Health and Safety Legislation as it relates to a crematorium and ensuring appropriate compliance.
13. Job holders must be of a height and strength to permit them to shoulder a coffin as part of a 4 person team during services.

## Out of Hours Responsibilities

1. Overseeing Memorial Services

2. Overseeing funeral services booked for Saturday, Sunday or Bank Holidays.

3. Overseeing intruder alarm call-out.

4. Overseeing out of hours emails sent to the site

## Key Competencies

* Client focus
* Good communication skills
* People management
* Self-management
* Team working
* Adaptability
* Problem solving
* Integrity, sensitivity and commitment

## Benefits Offered:

One of our top priorities is to maintain the health and wellbeing of our employees and their families. To achieve this goal, we offer comprehensive benefits.

* 25 days holiday per year plus public holidays
* Death in Service Benefit - 4 x salary
* Company pension 3% employers contribution, 5% employees contribution
* Employee assistance programme Health Cash Plan
* Discretionary bonus scheme
* Employee Referral Bonus Program

Equal Opportunities Statement

“Memoria is an Equal Opportunity Employer. Our policy is clear: there shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation.

We are an inclusive organisation and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.”