

RUGBY BOROUGH COUNCIL



JOB PROFILE

Post No.**Post Title:** Gardener (Rainsbrook Crematorium)**Unit/Team:** Grounds Maintenance**Grade:** Grade D**Service:** Operational and Traded Services**Reports to:** Green Spaces Chargehands**Issue Date:** June 2024

PURPOSE OF THE JOB

To develop and maintain the ornamental areas within the Gardens of Remembrance grounds at Rainsbrook Crematorium, to a high standard of presentation.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1.1 To be responsible for the maintenance of the Gardens of Remembrance, ornamental gardens, memorial areas and grass areas working to a high standard of presentation.

1.2 Undertaking a full range of horticultural tasks including maintenance of shrub and herbaceous borders, hedge cutting, wildflower areas, and other environmental improvements.

1.3 The use and care of horticultural machinery

1.4 To maintain lawned areas using ride on and pedestrian mowing machinery, strimmer's, and blowers.

1.5 Use of pesticides for the control of weeds and insects.

1.6 To carry out minor arboriculture works

1.7 To carry out general pond maintenance

1.8 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

1.9 Ensure compliance with both the Health & Safety at Work Act and the Council's Safety Policies.

2. OTHER DUTIES AND RESPONSIBILITIES

To work within the crematorium grounds as needed, undertaking a range of related duties.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

The post holder has no financial responsibility

5. RESPONSIBILITY FOR ASSETS AND DATA

Vehicles and equipment used daily, responsibility to inform the relevant person if any faults are found.

6. EXTENT OF PUBLIC CONTACT

Extensive contact with members of the public, funeral directors, clergy and other stakeholders in person.

7. WORKING CONDITIONS AND ENVIRONMENT

Based at Rainsbrook Cemetery and Crematorium. The post holder will be active within the crematorium grounds. The postholder will be active externally throughout the Borough in all weathers. You may come into contact with hazardous substances and needlesticks during the course of your duties.

8. CORPORATE RESPONSIBILITIES

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION

Post: Gardener (Rainsbrook Crematorium)



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Ability to carry out physical work in all weather conditions.	E	A,I
Ability to work in a small team and alone.	E	A,I
Qualified to NVQ 2 or equivalent in Horticulture.	E	A,I
Sound Horticultural Knowledge and experience in the Horticultural and Parks industry.	E	A,I
Undertake all duties in line with laid down specifications and service standards.	E	A,I
Ability to think creatively when designing bedding displays and environmental improvements.	E	A,I
Ability to interact positively with a range of people, including members of the public, funeral directors, clergy and other stakeholders.	E	A,I
Hold a full current driving licence.	E	A,I
A commitment to ongoing development and horticultural knowledge.	E	A,I
Possess or be working towards PA1 & PA6 to City & Guilds Level 2 qualification.	E	A,I
A commitment to work within our CANDO values.	E	A, I
Experience of working within the bereavement services industry.	D	A I
Ability to use petrol and battery powered equipment, including ride on, pedestrian and remote-controlled mowing machinery to: - NPTC Level 2 qualification.	D	A,I

Application	A
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Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D