
Job description

Date: 24 September 2012

Department: City and Neighbourhood Services

Post number: 35

Section: Parks and Cemeteries Operational Services

Job title: **Cemetery Operative**

Grade: Scale 4

Main purpose of job

To be responsible to the Cemeteries and Crematorium Manager or other appropriate officer to undertake work in the cemeteries or crematorium, either individually or as part of a team.

To undertake the full range of duties involved in cremations and burials in accordance with recognised Codes of Practice.

To undertake a range of horticultural and gardening duties, as directed.

To identify and take remedial action for headstone safety.

Summary of responsibilities and personal duties

1. To carry out duties to ensure the smooth processing of the funeral from reception of the body, through the service for the dead, to the cremation or burial of the body.
2. To cooperate with the Senior Crematorium Technician or Community Parks Supervisor in the compilation of work schedules and report any requests for alterations to the same to the Senior Crematorium Technician or Community Parks Supervisor.

When undertaking cremation duties:

3. To carry out necessary checks before cremation on identification and to supervise the correct placing of the coffin onto the catafalque by the family or Funeral Directors.
4. To ensure safe operation and routine maintenance of cremators and auxiliary equipment such as fans, smoke indicators, reducing machine and catafalque etc including minor repairs and identifying and reporting any irregularities with equipment.
5. To store ashes prior to disposal, to check ashes for final disposal, to pack ashes for despatch and to remove metal objects from cremated remains. To dispose of cremated remains as instructed, including the burial and scattering of ashes in the cemetery.
6. To carry out minor clerical work including completion of 'in house' forms giving cremation details.
7. To clean and tidy cremator room, chapel, waiting room, Book of Remembrance Room and other areas within the crematorium, and maintain the floral displays.

When undertaking chapel duties:

8. To check the daily list of services and ensure that the chapel is prepared according to the type of service that will be conducted. To set out correctly the times of the services and the names of the deceased onto the daily information board.
9. To show the family mourners to their seats in the chapel and assist as required with the transfer of the coffin from the hearse to the catafalque and escort the mourners from the chapel at the end of the service via the exit corridor and floral tributes hall.
10. To assist in the funeral service as placing, for example, making short announcements and pressing the committal button and to operate and coordinate different music formats, that is, CDs and other relevant media types, to meet the requirements of both the Minister and family representatives during the funeral service.

When undertaking grave digging and gardening duties:

11. To identify and check grave spaces and report irregularities to the Community Parks Supervisor and/or Cemetery Manager.
12. To excavate grave by use of appropriate tools, for example, shovels, spades and other tools including powered tools and plant such as mechanical excavator, Kango hammers, water pump to appropriate depth.
13. To receive coffin from undertaker and check documentation, to lower coffin into ground and to fill in and finish grave including placing of wreaths.
14. To undertake site preparation and constructional labouring.
15. To undertake maintenance of cemetery including sweeping, grass cutting, hedge trimming, turfing and seed sowing, planting and removal of litter and rubbish.
16. To carry out application of chemical pest control methods including calibration of sprayers and identification of a range of pests, diseases and weeds.
17. To operate appropriate plant / vehicles and to use powered hand tools and light plant relevant to cemetery and gardening operations and to ensure cleanliness of tools and any buildings.
18. To undertake the reinstatement of monuments and underground vaults.
19. To assist mourners and members of the public in locating graves and memorial trees, giving guidance where required and to maintain good relations with Ministers and Funeral Directors.

Training and development:

20. To undergo periodic training as appropriate and keep required operational requirements up to date and to participate in team-building training as required.
21. To be available for emergency cover as required.
22. To deputise for the Senior Crematorium Technician and/or Community Parks Supervisor in his or her absence if requested to do so.

Other duties:

23. To comply at all times with the Code of Cremation Practice as laid down by the Federation of Burial and Cremation Authorities and the Health and Safety at Work Regulations 1992 and appropriate legislation.
24. To carry out regular inspections of headstones and take remedial action to ensure compliance with health and safety regulations.
25. To participate in all induction and in-service training provided by Belfast City

Council and in the induction and support of all newly appointed staff and other human resource management policies and procedures, as appropriate, including, absence management, disciplinary and grievance procedure.

26. To act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
27. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
28. To undertake such other relevant duties as may from time to time be required.

This job description has been written at a time of significant organisational change and it will be subject to review and amendment as the demands of the role and the organisation evolve. Therefore, the post-holder will be required to be flexible, adaptable and aware that s/he may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description but which are commensurate with the role.

Employee specification

Date: 5 May 2021

Department: City and Neighbourhood Services

Post number: 35

Section: Parks and Cemeteries Operational Services

Job title: **Cemetery Operative**

Grade: Scale 4

Essential criteria

Applicants applying for the **permanent post, must**, as at the closing date for receipt of applications and throughout the selection process be current Belfast City Council employees.

Applicants applying for the **'temporary cover' post, must**, as at the closing date for receipt of application forms and throughout the selection process, be current Belfast City Council employees or current Belfast City Council agency assignees.

Experience

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in each of the following two areas:

- a) commercial horticultural work, for example, grass cutting, hedge trimming, turfing and seed sowing, planting, sweeping, removal of litter and rubbish etc; and
- b) dealing with members of the public in a tactful and sensitive manner, in a similar environment, for example, funeral parlour, cemetery, park, etc.

Special skills and attributes

Applicants must be able to demonstrate evidence of each of the following skills and attributes which may be tested at interview:

Communication and interpersonal skills: effective communication and interpersonal skills with the ability to write reports and letters on service issues and provide information, advice and guidance on complex matters.

Analysis, problem solving and decision making skills: effective analytical and problem solving skills with the ability to extract, analyse and report upon service information and evidence of making day-to-day decisions on operational issues.

Performance management skills: a working knowledge of performance management tools and systems with an ability to develop performance targets and monitor and report on performance.

Customer care and political sensitivity skills: the ability to respond appropriately to the public and other external agencies in a helpful and positive way, meeting their needs and presenting a good image of the Council.

Work planning and personal work style: the ability to effectively plan and prioritise work and demonstrate an enthusiastic, creative and disciplined approach to work, with evidence of exceeding targets and objectives.

Team working skills: the ability to work as part of a team and lead a small team with a view to achieving team goals and objectives.

Information technology skills: the ability to make effective use of information technology software including word processing, spreadsheets and databases.

Technical knowledge: a clear understanding of commercial horticulture and working in a sensitive environment.

Health and safety knowledge: an understanding of the importance of personal responsibility for health and safety compliance.

Short-listing criterion

In addition to the above experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, have at least two years' relevant experience in each of the two areas outlined above (a-b)

Belfast City Council

Terms and conditions of employment

Cemetery Operative (Scale 4)

There is one permanent, job share post and one 'temporary cover' full-time post for 12 months, subject to review

Parks and Cemeteries Operational Services Section

City and Neighbourhood Services Department

Job applicant privacy notice

Belfast City Council is the Data Controller under the General Data Protection Regulations (GDPR) for the personal data it processes relating to job applicants. Processing data from job applicants allows the council to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job. It may also need to process data from job applicants to respond to and defend against legal claims.

If you apply for this job, you will be providing your personal data to the council whose lawful basis for processing it is for the performance of a task carried out in the public interest or in the exercise of official authority. In some cases, the council will also need to process your data to ensure it is complying with its legal obligations. For example, to monitor applicants' sensitive data for equal opportunities purposes and to check applicants' eligibility to work in the UK before employment starts. The council will collect a range of information about you, including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, which may include benefit entitlements;
- whether or not you have a disability, or if your first language is not English, so that it can make reasonable adjustments, as required, during the recruitment process; and
- information about your entitlement to work in the UK etc.

The council will collect this information in a variety of ways for example, by application forms, through forms of assessment, from interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this. Your personal data will be shared internally within the council with staff who are involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection process is in place. It will also be shared with external consultants for the purposes of candidate attraction and selection, where appropriate. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the council to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by the council in a safe and secure manner in compliance with Data Protection legislation and in line with the council's Records Retention and Disposal Schedule.

As a data subject, you have a number of rights. These include your right to:

- access and obtain a copy of your personal data on request;
- require the council to change incorrect or incomplete personal job applicant data; and
- require the council to delete or restrict processing your data.

If you have any queries regarding the processing of your personal data, please contact our Job Line on 028 9027 0640. If you wish to contact the council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk

Please see further details of the terms and conditions relating to this post set out below:

Appointment

The appointment will be made by the selection panel, but will be subject to ratification by the director of the relevant department.

There is currently one permanent, job-share post and one 'temporary cover' full-time post for 12 months, subject to review.

If you are currently placed on furlough, you will be required to return from furlough to commence in this permanent job-share / 'temporary cover' full-time post.

There may be a reserve list of applicants drawn up for this post which would last for a maximum of 12 months. Should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit, without further interview. For generic-type posts, this may include posts in another department. **These posts may be either full-time or part-time or job-share on a permanent or temporary basis.**

If you are offered and you accept a temporary position e.g. a temporary part-time position for 3 months, and another temporary part-time position arises from the same recruitment campaign e.g. for 1 year, regardless of whether or not you are still working in your temporary part-time position, you will not be offered any further temporary part-time position.

However, in certain circumstances, when all relevant applicants on the reserve list for temporary vacancies, full-time or part-time, have been offered opportunities for which they expressed a preference on their application form, and if the timing of the reserve list is still valid and there are still temporary vacancies to fill before the reserve list expires, the council reserves the right to 'revisit' the reserve list in strict order of merit. This is the only time when an individual who has been appointed to a temporary position e.g. a temporary part-time position can be offered another temporary part-time position.

If a similar post does become vacant within this time, it will be offered to candidates on the reserve list in the following way:

1. Candidates will be initially contacted by telephone and **must** respond within three working days to accept or decline the post.
2. Candidates who cannot be contacted by telephone will be contacted by letter and **must** respond by telephone or by return of acceptance form within five working days of the date of the letter.

If candidates do not respond within the above time frames, the post will be offered, in order of merit, to the next person on the reserve list. The names of those candidates who have not responded within the above timeframes will be retained on the reserve list, in order of merit, to be considered for future vacant posts.

However, if candidates have been contacted on three separate occasions, and they have not responded within the above timeframes on these three occasions, the council will assume that they are no longer interested in the post and their names will be removed from the reserve list.

Should your contact telephone numbers or your address change since you submitted your application form, it is your responsibility to notify the HR Employee Resourcing Unit on 028 9027 0640 or by emailing jobs@belfastcity.gov.uk with your new contact details.

Permanent, job share post

Only Belfast City Council employees, who are employees as at the closing date for this post and who continue to be employees throughout the selection process for this post, are eligible to apply. Agency assignees and casual workers, who are not Council employees, are not eligible to apply. Applicants who are no longer current employees as at the short-listing, testing/assessment or interview stage will not be eligible to progress through the process, even if they were an employee at the closing date for receipt of applications. Similarly, if placed on the reserve list, applicants must still be current employees as at the point in time that a vacancy arises. Applicants who are no

longer Belfast City Council employees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

Applicants recommended for appointment must complete all relevant pre-employment checks within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made. Upon completion of relevant checks, applicants must formally accept and start employment in the post within a four week period. If offered a permanent post, employees currently undertaking a temporary project/cover/review post will not be permitted to continue working in that temporary post, even if it is of a higher grade. They must take up the permanent post within a strict four week period. This has always been the agreed practice within Belfast City Council and it is of critical importance that it is strictly adhered to especially during this period of significant re-organisation and change when the Council is striving to achieve permanency and stability.

This permanent post is a job share post and terms and conditions will be applied on a pro rata basis.

'Temporary cover' full-time post

This is a 'temporary cover' post for 12 months, subject to review. An existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary cover' post with the right to return to his or her substantive post at the conclusion of the 'temporary cover' post. An existing temporary or fixed term contract employee will, if successful, be appointed on the basis of a further temporary or fixed term contract into a 'temporary cover' post but with no automatic right to revert back to his or her original temporary or fixed term contract post. Similarly, an existing agency assignee will, if successful, be appointed on the basis of a 'temporary cover' post but with no automatic right to revert back to his or her original agency assignment. Temporary and fixed term contract employees and agency assignees should give consideration to this prior to applying or accepting this post.

For internally trawled permanent or temporary project/cover/review posts, candidates must remain current employees or agency assignees throughout the selection process in order to be recommended for appointment. Candidates who are no longer current employees or agency assignees as at the short-listing, testing/assessment or interview stage will not be eligible to progress through the process; even if they were an employee or agency assignee at the closing date for receipt of applications. Similarly, if placed on the reserve list, candidates must still be current employees or agency assignees as at the point in time that a vacancy arises. Candidates who are no longer Belfast City Council employees or agency assignees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

Job details

Job description: please refer to the job description for details of the duties of the post.

Employee specification: please refer to the attached employee specification for details of any experience which are required for the post.

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale 4, SCP 7 to 11, £20,092 - £21,748 per annum (in normal circumstances, the starting salary is the minimum point), paid fortnightly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

The council reserves the right to transfer the post-holder onto monthly pay by BACS at any stage in the future without payment.

Applicants should note that the above salary is based on a 37 hour working week. For the permanent, job share post, payment will be on a pro rata basis that is, the salary will be based only on the contractual number of hours worked (as outlined below under Service and hours of duty).

Location

Both posts will be based initially in the City Cemetery but will be required to work in and/or visit other locations.

Please note that although you may be initially appointed to a specific area of responsibility/location, the City and Neighbourhood Services Department reserves the right to transfer you to any other area of responsibility/location depending on operational requirements.

Pre-employment checks

Prior to taking up duty the person recommended for appointment must:

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc). No temporary national insurance numbers can be accepted. Individuals who do not have a UK birth certificate will be asked to bring their passport and other documentation as required.
- (c) Provide details of the bank or building society account to which his or her salary or wage will be lodged.
- (d) Provide two satisfactory work references. If suitably satisfactory references are not received, he or she will not be offered the appointment.
- (e) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (f) Complete the relevant Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) membership or opt out forms.
- (g) Complete a disclosure of family relationships form.
- (h) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

If the person appointed acquires a conviction throughout the course of his/her employment with Belfast City Council, he/she must bring this to the attention of his/her line manager/departmental HR representative. Failure to comply with this request can result in a breach of the terms and conditions of employment and may result in sanction or dismissal. Any information will be dealt with confidentially and help is available.

Please note that if an applicant is recommended for appointment, he or she must complete the pre-employment checks, outlined above, within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made.

Council policies

The person appointed will be required to comply with all current and future council policies, procedures, guidelines, agreed working practices and any relevant collective agreements incorporated into the contract of employment.

Conditions

The general conditions of service as prescribed from time to time by the National Joint Council for Local Government Services and by the council for its officers shall apply to the appointment and the Single Status Implementation Agreement dated 2007 as renegotiated from time to time is hereby incorporated into the contract of employment.

A copy of the council's Disciplinary Procedure and Grievance Procedure will be issued to all new employees at the council's Induction Course.

Service and hours of duty

Job share post

The hours of duty are an average of 18.5 per week, as per the following shift rota:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	8am – 3.30pm	8am – 3.30pm	8am – 3.30pm		
Week 2				8am – 4.30pm	8am – 4.30pm

However, the person appointed will be required for operational reasons to work outside of these hours including on extra statutory, bank and/or public holidays.

In accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service variations to the established working week or patterns of work will be reasonable and subject to adequate notice.

'Temporary cover' post

The hours of duty are 37 per week, working five days per week, Monday to Thursday 8am – 4pm and Friday, 8am – 3.30pm. However, the person appointed will be required for operational reasons to work outside of these hours including on extra statutory, bank and/or public holidays.

In accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service variations to the established working week or patterns of work will be reasonable and subject to adequate notice.

Annual leave

Permanent job share post

Annual leave and extra statutory, bank or public holiday entitlement is calculated in hours/minutes. The person appointed will be entitled to 155.4 hours (21 days) annual leave, calculated on a pro rata basis. The additional 88.8 hours (12 days) bank or other holidays will be shared equally throughout the year on a planned basis. Leave entitlement will be increased by 29.6 hours (4 days) working days on a pro rata basis in the case of officers who have not less than five years continuous service and by a further 22.2 hours (3 days) pro rata in the case of officers who have not less than 10 years continuous service.

Employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur. Where the balance of the employee's public / bank and statutory holiday entitlement has been exhausted, additional leave taken for public/bank and statutory holidays will be deducted from the employee's annual leave entitlement.

All employees required to work on extra statutory, bank or public holidays will be remunerated in accordance with Part 3, paragraph 2 of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

The leave year commences on 1 April. If an employee starts part way through the annual leave year, the employee will receive annual leave entitlement on a pro rata basis, calculated on the number of days remaining in the current leave year from the first day of employment.

'Temporary cover' post

Annual leave and extra statutory, bank or public holiday entitlement is calculated in hours/minutes.

A person appointed on the standard full time hours of 37 per week will be entitled to 162.8 hours (22 days) annual leave, plus 88.8 hours (12 days) bank or other holidays.

Annual leave entitlement will be increased by 22.2 hours (3 days) in the case of officers who have not less than 5 years' continuous service and by a further 22.2 hours (3 days) in the case of officers who have not less than 10 years' continuous service.

Figures in brackets represent the number of days based upon a standard day of 7.4 hrs.

For individuals who do not work the standard full-time hours, annual leave and extra statutory, bank or public holiday entitlement will be calculated on pro-rata basis to their contracted hours, based on the standard full time hours of 37 per week and a standard day of 7.4 hours (i.e. 7 hrs 24 minutes).

Employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur. Where the balance of the employee's public / bank and statutory holiday entitlement has been exhausted, additional leave taken for public / bank and statutory holidays will be deducted from the employee's annual leave entitlement.

All employees required to work on extra statutory, bank or public holidays will be remunerated in accordance with Part 3, paragraph 2 of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

The leave year commences on 1 April. If an employee starts part way through the annual leave year, the employee will receive annual leave entitlement on a pro rata basis, calculated on the number of days remaining in the current leave year from the first day of employment.

Sick leave

This scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault. Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme. Employees are entitled to receive sick pay for the following periods:

During first year of service	one month's full pay and (after completing four months service) two months half pay
During second year of service	two months' full pay, and two months' half pay
During third year of service	four months' full pay, and four months' half pay
During fourth and fifth years of service	five months' full pay, and five months' half pay
After five years' service	six months' full pay, and six months' half pay

For the permanent, job share post, sick pay will be paid on a pro rata basis in accordance with the scheme.

Superannuation

The person appointed will automatically become a member of the Local Government Pension Scheme (Northern Ireland) LGPS (NI) in line with scheme regulations. He or she may opt out of the scheme. However, the council is required to comply with automatic enrolment provisions and will automatically enrol the person appointed at certain times. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) (www.nilgosc.org.uk).

Uniform

Uniform clothing will be issued by the relevant department. The wearing of such uniform clothing will be a pre-requisite of appointment and it must only be worn whilst on duty. Only in exceptional circumstances will items be replaced. All items of clothing and other issued equipment will remain the property of the relevant department. Facilities for changing and storage will be available.

Canvassing

Canvassing in any form, oral or written, direct or indirect, will disqualify an applicant for appointment. Candidates can, however, contact the relevant department for further information

about the post. The person from the relevant department who provides further information should not be a member of the selection panel.

Notice

The minimum period of notice to be given by an employee shall normally be the ordinary period from one payment of salary or wages to the next.

Belfast City Council may terminate an employee's employment with the council by giving the following period of notice:

Continuous service	Period of notice
One month or more but less than two years	Not less than one week
Two years or more but less than twelve years	Not less than one week for each year of continuous service
12 years or more	Not less than 12 weeks

For temporary project / cover / review posts, it is usual to give one week's notice to terminate these temporary arrangements and your statutory notice period which relates to your substantive post with the council remain unchanged.

Probationary period

The person appointed may be required to complete a six month probationary period, if this is a requirement of the relevant department, and during this time one week's notice will be given by the council to terminate employment.

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be received **by 4pm on Tuesday, 22 June 2021.**

Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time.

Please note that it is the candidate's responsibility to ensure that his or her application form is **submitted and received in the Human Resources Section via jobs@belfastcity.gov.uk** by this closing date and time. Application forms returned electronically must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible. Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms, or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Thursday, 24 June 2021**. Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews will be held via MS Teams on **Thursday, 1 July and/ Friday, 2 July 2021**.

The council will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date but it is under no obligation to do so.

Belfast City Council

Application for appointment as:

Cemetery Operative (Two posts) (Scale 4)

(There is currently one permanent, job share post and one 'temporary cover' full-time post for 12 months, subject to review)

(The permanent, job share post is being internally trawled as a result of the council's ongoing programme of re-organisation and change. Applicants must be current Belfast City Council employees as at Tuesday, 22 June 2021 and throughout the selection process to be eligible to apply. Agency assignees and casual workers, who are not council employees, are ineligible to apply.)

(For the 'temporary cover' full-time post, applicants must be current Belfast City Council employees or current Belfast City Council agency assignees as at Tuesday, 22 June 2021 and throughout the selection process)

Parks and Cemeteries Operational Services Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

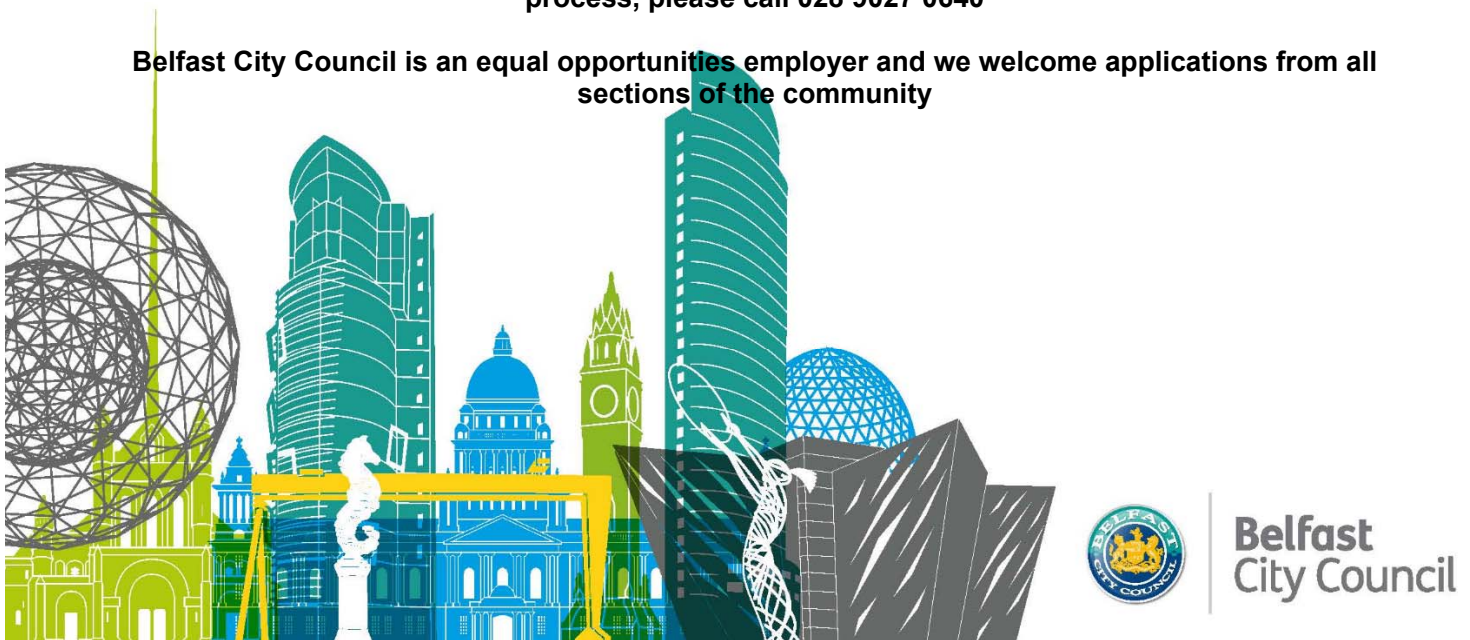
The closing date for applications is **4pm on Tuesday, 22 June 2021.**

Completed application forms should be emailed to jobs@belfastcity.gov.uk and you will receive an automatic reply when your application has been received. If you don't receive an acknowledgement within 30 minutes, please call 9027 0640 to confirm receipt (office hours are normally Mon-Thurs 8.30am-5pm, Fri 8.30am-4.30pm). You must confirm receipt **before** the closing date and time as we will not be able to accept applications that are sent but not received before the closing date and time.

Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time.

If you have a disability and require any reasonable adjustments, or your first language is not English and you require any assistance with any aspect of our recruitment and selection process, please call 028 9027 0640

Belfast City Council is an equal opportunities employer and we welcome applications from all sections of the community



There are currently two vacancies for the Cemetery Operative : a permanent, job share post and a 'temporary cover' full-time post for 12 months, subject to review.

In the boxes provided below, please indicate (by ticking) which of the currently advertised post/s you are applying for. Please ensure that you are eligible to apply for the post/s that you are indicating.

We will only offer you a vacancy if you have expressed an interest in working in it and if you are eligible to apply for it.

<p>Permanent, job share post</p> <p>In order to be eligible to apply for this post, you must, as at the closing date for receipt of applications and throughout the selection process be a current Belfast City Council employee. (Please note, agency assignees and casual workers, who are not council employees, are ineligible to apply for this post)</p>	
<p>'Temporary cover' full-time post for 12 months, subject to review</p> <p>In order to be eligible to apply for this post, you must, as at the closing date for receipt of application forms and throughout the selection process, be a current Belfast City Council employee or be a current Belfast City Council agency assignee.</p>	

In addition to filling the immediate vacancies, we also intend to create a reserve list of successful applicants, in strict order of merit based on performance at interview. We anticipate that this list will last for 12 months, or until it is exhausted, whichever is sooner. Therefore, should a similar post to the immediate vacancies you have applied become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.

Applicants eligible for the permanent job share post:

These posts may be either on a permanent or temporary (including fixed term) basis

Please indicate below whether you would be interested in a permanent or temporary (including fixed term) post by ticking the appropriate box.

If you are interested in both permanent and temporary (including fixed term) positions, please tick (✓) both boxes.

Contract type:

Permanent **Temporary**
(including fixed term)

You can apply for both positions and, if appointed to the reserve list, you will be considered for permanent and temporary (including fixed term) vacancies. If you apply for both positions, you can accept an offer of temporary employment without giving up your right to be considered for a permanent post.

Applicants eligible for the ‘temporary cover’ full-time post:

These posts are on a temporary (including fixed term) basis and may be working full-time, part-time or job share hours.

Please indicate below whether you would be interested in a temporary (including fixed term) post working full-time, part-time or job share hours by ticking the appropriate box.

If you are interested in full-time, part-time and job share positions, please tick (✓) all boxes.

Hours of work:

Full-time **Part-time** **Job share**

You can apply for all positions and, if appointed to the reserve list, you will be considered for temporary (including fixed term) vacancies working either full-time, part-time or job share hours. For example, if you apply for all positions, you can accept a post working part-time hours without giving up your right to be offered a post working full-time hours.

It is important to note: If you are placed on the reserve list, you will only be offered vacant posts on the basis of the information you have provided above.

Section 1: Personal details

If applying for the permanent post, are you currently employed by Belfast City Council?

Yes No

If applying for the 'temporary cover' post, are you currently employed by or an agency assignee of Belfast City Council **(If you only work within Belfast City Council on a casual basis please mark your answer as No [see below])**?

Yes No

If you are a Belfast City Council employee, please enter your staff number:

Are you a current casual worker with Belfast City Council?
(Please note: casual workers are ineligible for these posts.)

Yes No

Have you been previously employed by Belfast City Council?

Yes No

If yes, please state your reason for leaving:

1. Your details

(a) Title: (Mr, Mrs, Ms, Miss, Dr etc)

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Work telephone number:

(b) Mobile number:

(c) Preferred contact number:

(d) Email address:

(e) Address 1:

(f) Address 2:

(g) Town:

(h) County:

(i) Postcode:

3. Other information

National insurance number:

I certify that the information that I have supplied in this form is correct and I understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from the service of the council.

Signed:

Date:

Section 2: Current position held

4.

Current Job Title:	Grade:	Date appointed:

Section 3: Experience

5. You must complete this form in either typescript (Arial font size 11) or legible hand-writing using black ink. You must limit your text in the next section to no more than one A4 page. You must not use continuation sheets. If you submit more than one page, the short-listing panel will only consider the first page of information and you may not be short-listed.

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on the application form, that they meet the experience as stated in the employee specification.

Essential criteria

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in each of the following two areas:

- a) commercial horticultural work, for example, grass cutting, hedge trimming, turfing and seed sowing, planting, sweeping, removal of litter and rubbish etc; and
- b) dealing with members of the public in a tactful and sensitive manner, in a similar environment, for example, funeral parlour, cemetery, park, etc.

Short-listing criteria

In addition to the above experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, have at least two years' relevant experience in each of the two areas outlined above.

In boxes (a) and (b) overleaf, please provide the following detail:

- (a) You must clearly state the start and end dates of your relevant experience including the number of years' relevant experience you have in this area. Please detail your job title, your duties and responsibilities; the type of commercial horticultural work you have carried out; the various types of equipment you used; the range of duties you have undertaken and what you used the equipment for; where you carried out these tasks, etc.
- (b) You must clearly state the start and end dates of your relevant experience including the number of years' relevant experience you have in this area. Please detail your job title, your duties and responsibilities; the type of environment it was in and how it was similar to this; your experience dealing with the public in a tactful and sensitive manner; what were the circumstances; how regular were these interactions; how you ensured sensitivity and tact when dealing with members of the public, etc.

(a) Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of commercial horticultural work, for example, grass cutting, hedge trimming, turfing and seed sowing, planting, sweeping, removal of litter and rubbish, etc. **(Please note, Belfast City Council reserves the right to shortlist only those applicants who can demonstrate at least two years' relevant experience in this area)**

Continuation sheets must not be used

(b) Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of dealing with members of the public in a tactful and sensitive manner, in a similar environment, for example, funeral parlour, cemetery, park, etc.
(Please note, Belfast City Council reserves the right to shortlist only those applicants who can demonstrate at least two years' relevant experience in this area)

Continuation sheets must not be used

Section 4: Other information

6. Notice required to terminate present position:

7. If you are not currently employed by Belfast City Council, please provide the required information of two persons not related to you, to whom references may be sent. Both of your referees must be either your current or previous employers (if applicable). Both should be able to comment on your ability to carry out the particular tasks of the job. If you do not wish us to contact your present employer, please provide your most recent previous employer.

1. Current or previous employer (if any)

Name:

Job title:

Name of organisation:

Address (including post code):

Contact telephone:

Email address:

2. Other employer referee (or character reference if applicable):

Name:

Job title (if applicable):

Name of organisation (if applicable):

Address (including post code):

Contact telephone:

Email address:

Equal opportunity monitoring form

HR Reference number: 00000001084/

Belfast City Council is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the council on the basis of ability, qualifications and aptitude for the work. To ensure the effective implementation of the Equal Opportunities Policy all applicants are requested to complete the following questionnaire. This questionnaire will be removed from your application form and will be strictly controlled in accordance with the Code of Practice on Monitoring agreed with Trade Unions.

This questionnaire will not be seen by either the short-listing or interview panels.

Personal details:**Date of birth:****Gender Identity:**

How do you define your gender?

Male

Female

Prefer not to answer

I use another term (for example, Intersex, non-binary), please specific:

Do you consider yourself to be trans* or transgender?**

Yes

No

Prefer not to say

* Trans can be used as an umbrella term to describe people whose gender is not the same as, nor does it sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms e.g. transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, crossdresser, genderless. The use of trans as an umbrella term may not be acceptable to all transgender people.

** Someone who intends to transition, is transitioning or has transitioned from the gender they were assigned at birth.

Family status:

Married

Single

Divorced

Separated

Widowed

Cohabitant

Same sex marriage

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify

Ethnic origins:

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please

specify

Other, please specify

Please state your nationality or citizenship (for example, British, Irish, Polish):

Official use only:

Dob

Gender Identity

Status

Ethnic origin

Nation

Persons with and without a disability:

A person has a disability if they have “a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities” (Disability Discrimination Act, 1995)

Do you, in accordance with the above, have a disability?

Yes No
Prefer not to answer

Disability

If yes, please state nature of disability:

If No, have you ever had a disability?

Yes No
Prefer not to answer

History

While the selection panel will be made aware that you have a disability for the purposes of operating the Guaranteed Interview Scheme, they will not know the nature of your disability or if you need any reasonable adjustments as part of the recruitment and selection process unless you advise them.

Therefore, if you require any reasonable adjustments as part of the recruitment and selection process, please outline them:

If you wish to discuss any of this information further or you require any further clarification about the Guaranteed Interview Scheme, please feel free to contact our Helpline on **(028) 9027 0640** and we will be happy to help.

In addition, if you are aware of any adjustments that you will require, should you be successful in obtaining the job, please outline them:

Persons with and without dependants:

If yes, please tick the relevant box(es) below- you may tick more than one box

Do you look after or are you responsible for caring for anyone? Yes No

If yes, please tick the relevant box(es) below- you may tick more than one box

Children Relative A person with a disability

Prefer not to answer

Other, please specify:

Official use only:

Dependants

Sexual orientation:

What best describes your sexual orientation?

Bi

Gay/lesbian

Heterosexual/straight

Prefer not to answer

I use another term, please specify:

Orientation

Religious affiliation or community background:

The council is required by The Fair Employment and Treatment (NI) Order 1998 to monitor the perceived religious affiliation or community background of its employees and applicants. In accordance with the Monitoring Regulations 1999, we are asking you to indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic communities

Prefer not to answer

Code

Method

Please note: If you do not complete this section, we are encouraged to use the 'residuary' method, which means that we can make a determination on the basis of personal information on your application form.

Religious belief or tradition:

Please specify your religious belief, for example, Christian, Hindu, Muslim:

No religious belief

Not disclosed

Religious belief