

<b>Post title</b>	<b>Gravedigger</b>
<b>Division / Section</b>	<b>Environment / Parks, Greenspace &amp; Cemeteries</b>
<b>Department</b>	<b>Place</b>
<b>Responsible To</b>	<b>Supervisor Gravedigger</b>
<b>Number of post holders</b>	<b>24</b>
<b>Acting up/ Secondment</b>	<b>No</b>

### **Purpose of Job**

Carries out grave digging, landscaping and ground maintenance duties to improve Edinburgh's parks, gardens, greenspaces and cemeteries.

### **MAJOR TASKS/JOB ACTIVITIES**

A member of a team undertaking grave digging, landscaping and grounds maintenance tasks.

Undertake, either individually or as part of a team all duties involved in the burial of the dead, including location of the grave, preparation and digging of graves, necessary shoring and shuttering, and circumstances where an existing grave is opened or reopened.

Contributes expertise to the development of initiatives, plans and policies within own area of expertise and knowledge.

Supports the development of team-working within grave digging/gardening squad.

Assists in training and instruction of staff as required by the Service.

Deputises for Supervisors as required by the Service.

Identifies and initiates opportunities for operational improvement within the duties of the position.

## **Supervision and Management of People**

Although post holders are not directly responsible for day to day supervision of staff, they are expected to support and direct and, when appropriate, supervise new starts, apprentices, students and other shadow workers. They are expected to promote effective team working at all times.

## **Creativity and Innovation**

Assists in the preparation and implementation of site management proposals for parks, gardens and greenspaces, including cemeteries and other Council properties.

Where appropriate assists in the design and preparation of training courses and assessments which enhance and develop skills.

Assists in the delivery of Council policies and service improvement initiatives and provide appropriate performance information.

Implement operations to deliver approved standards.

Contribute to the development of, and the implementation of, Parks Quality Assessments, Green Flag Award applications, Landscape Quality Standards, Park Improvement Plans and site management plans.

Investigate customer service requests / enquiries and take appropriate action.

Use hand held technology to record work, receive instructions and report back on actions or problems identified.

Assist in the preparation, review and updating of operational risk assessments.

The post holder will be expected to operate a range of vehicles, machinery and equipment.

## **Contacts and Relationships**

Contacts with community, the public, "Friends" groups, and bereaved families.

## **Decisions (Discretion)**

Assist in planning and decisions with regards to burials, landscaping and ground maintenance improvements and issues within a given park, garden, cemetery or other greenspace.

Assist in the implementation of to ensure that the appropriate quality standards are met.

Respond proactively to issues and queries from the public, "Friends" groups, bereaved families, park users and community representatives in line with service delivery obligations.

### **Decisions (Consequences)**

Decisions will impact on the quality of greenspace in Edinburgh including compliance with statutory duties and legislation, and will impact on overall performance against targets, customer satisfaction and financial success.

Decisions made by the post holder will directly impact on the reputation of the Council, the public, and bereaved families.

### **Resources**

The post holder will be responsible for a range of equipment and machinery, including handheld IT equipment (recording issues and reporting on actions).

### **Environment – Work Demands**

The post holder is required to undertake tasks in a range of settings without constant supervision, either alone or as part of a team, dependent on the task.

### **Environment – Physical**

Duties involve lengthy periods of heavy manual work and include removing and cleaning waste matter. (55% of time)

### **Environment – Working conditions**

The post holder will be required to work in all weather and ground conditions and in moving traffic. (90% of time)

### **Environment – Work Context**

Health and safety guidelines with risk assessments should be adhered to when on site. Operate in accordance with the Council's Lone Working policy.

### **Knowledge and Skills**

Knowledge and skills in burials/horticulture/parks/grounds maintenance is required and a relevant qualification to SVQ 2 level or equivalent.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

## **Organisation Structure**