

JOB DESCRIPTION

Job Title	Business Support Officer – Bereavement Services		
Service	Regulatory & Operations		
Reporting to	Bereavement Services Manager		
Grade	13		
Evaluation ref:	TR0215	Job Family ref:	
Role Purpose			
To deliver a high-quality provision within a customer facing role, that demands multi-disciplinary knowledge and skills within the Reception Team Office, Crematory, Chapel, and Grounds of the Crematorium.			
Accountabilities			
<p>Statutory Knowledge/ understanding</p> <p>Understanding and knowledge of current legislation and risk assessments in all aspects of delivery at the Crematorium and cemeteries. All practice meets with ICCM and FBCA code of practice. PG5 Regulations Process Guidance Note 5/2 (12) Statutory Guidance for Crematoria are understood and met. Maintain and process statutory service databases and records and accurate file storage. Processing of Grave Deeds, Transfers and Memorial Permit Applications in accordance with existing law Assist with memorial testing in accordance with the memorial testing strategy and maintaining relevant records.</p> <p>Chapel Service Duties</p> <p>Deliver the running of the Chapel Service and media system, and ensure all legal documentation is correct. Ensure all visual and musical tributes are uploaded while liaising with external services, ensuring specified requirements are met for service users. Supervising and leading witnessed burials and conducting interment services for cremated remains. Escorting service users to graves/memorial site.</p> <p>Team</p> <p>The postholder will be required to provide guidance, support and training to other employees as required.</p> <p>Customer Service</p> <p>Maintain professionalism and integrity in all interactions with service users. Providing customer care and be a first point of contact for the cemeteries and crematorium service resolving enquiries and requests. Deal with sensitive and confidential issues as they arise and follow them through to successful outcomes, while engaging with a diverse range of people, faiths and beliefs with respect and reverence to promote diversity and equality to all service users.</p>			

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Cremation Duties

Responsible for all legal requirements in relation to crematory service, and checks, processes are completed and recorded.

Administrative Duties

Responsible for documentation of cremations, inputting and processing data with high levels of accuracy and attention to detail, make entries in registers; generate ash-holding reports for office action; generate stock level reports as and when required. Procurement, raising requisitions, invoicing, cash handling and financial admin in accordance with existing governance procedures. Regular review of leased memorials.

Health and Safety

All duties must be carried out to comply with the Health and Safety at Work Act, the Code of Cremation Practice, COSHH Regulations and other relevant Codes of Practice.

Other Duties

Support colleagues across other Council owned Crematoriums as needed by the service.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Must have an understanding and knowledge base of Outlook, Word and Teams and possess the ability to learn new systems.	X	
Values and promotes equality and diversity.	X	
Understand the principles of data protection.	X	
Understanding of customer need and providing an excellent level of customer service.	X	
Knowledge and understanding of Health and Safety legislation and requirements.		X
Able to demonstrate understanding, experience and knowledge of policy and activities within your area.		X
Qualifications / Registrations / Certifications		
Hold the FBCA Cremators license.		X

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ICCM Certificates or the ICCM Diploma (Institute of Cemetery and Crematorium Management)		X
Hold a First Aid Qualification or be prepared to undertake training.		X
Skills		
Excellent communication skills both written and oral, with a good telephone manner	X	
The postholder must be ever aware of the sensitive nature of the services provided, using personal qualities of tact, discretion, integrity, and maturity when dealing with the bereaved.	X	
Trusted and highly autonomous.	X	
Accountability for quality and quantity of work within the team	X	
Flexibility and ability to multi-task	X	
Ability to work under pressure.	X	
Problem solving and decision making.	X	
Working Conditions		
Predominantly office based with daily requirements to assist in the chapel or crematory. Occasional exposure to disagreeable, unpleasant, or hazardous environmental working conditions.		
Dimensions of the role		
No direct reports		
No budgetary responsibilities		
Working Arrangements		
8.30am – 5pm 22.5 hours per week		
Corporate Accountabilities		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: