



**Job Title:** Cemeteries Officer (P01931)  
**Contract Type:** Permanent  
**Location:** Lymington Town Hall  
**Hours of Work:** 30 per week  
**Salary:** Band 4/5 - £21,399 - £26,680 per annum, pro rata

Our Open Spaces Service requires a Cemeteries Officer to work in the busy burial service based at Lymington Town Hall.

This is a busy role where you will be responsible for the administrative support services within a team of two. You will be expected to help develop and implement administrative procedures and systems to support the Service objectives and ensure effective delivery of services to the Client.

The successful candidate will have experience of burial administration, while dealing with sensitive situations. A high level of written and verbal communication skills is essential, as is a passion for good customer service. Candidates should be able to demonstrate ability to prioritise and ability to co-ordinate and work with senior managers, officers and operational staff across the Service. The successful candidate will have a proven ability to build and maintain a strong team and manage performance.

What we can offer in return is a great place to work and a great team to work with. We believe that all employees make a valuable contribution to the work of the Council and that is why we encourage a trusting and open culture where each employee is supported and respected equally, ideas are actively sought and self-development promoted.

#### **Additional Benefits:**

- 23-25 days leave pro rata
- Additional 5 days leave for 5 years Local Authority continuous service pro rata
- Limited parking on site
- Local Government Pension Scheme
- Employee Assistance Programme (free 24hr Legal, financial and personal advice for employees)

For more detailed information or on informal chat please contact Steve Jones on 023 8028 5588.

To apply, please click the apply button.

Closing date: 5<sup>th</sup> May 2020