



**Department of Place  
Bereavement Services**

**Assistant Bereavement Services Officer**

**Band 6 £19,698 pa - £21,748 pa**

**3 x 37 hours per week**

**Established**

**Based at various crematoriums across the district**

*The Code of Practice on the English language requirement for public sector workers, Part 7 of the Immigration Act 2016 requires that Councils ensure that all candidates applying for customer facing posts must be assessed in order to establish their fluency in English.*

*The criteria under special knowledge and experience on the job profile which is shown in this advert outlines what level of fluency you will be expected to demonstrate. Therefore, it is essential that you provide examples in your application.*

The Bereavement Service has a requirement for 3 officers to assist in the operation of the Councils Crematoria. The wider team provides a high quality and sensitive service to a wide range of faiths and cultures across the District in the administration and delivery of over 4000 funerals per year. Twenty-three staff manage and operate 24 cemeteries and 3 Crematoria split between area offices in Bradford and Keighley each under the management of one Senior Bereavement Services Officer.

Assistant Bereavement Services Officers (ABSOs) provide the first line of contact with the general public, funeral directors and the bereaved at the Crematorium. Together with oversight of, and support for, any funeral ceremony within the building, ABSOs are also responsible for carrying out the cremation process in the most efficient manner and in accordance with the Industry Code of Practice. Building cleaning and cremator maintenance duties are also involved together with completion of critical but routine paperwork.

The successful candidate will need to demonstrate a wide range of skills and attitudes in dealing with members of the public in sensitive situations together with the competence and resilience to operate the cremators and other ancillary equipment

**For further information regarding this post please contact Tony Derwin on 01274 434446 or email [tony.derwin@bradford.gov.uk](mailto:tony.derwin@bradford.gov.uk).**

**Closing Date: 19<sup>th</sup> July 2021**