



Job Title: Cemetery Services Officer (P00028)
Contract Type: Temporary
Hours of Work: 37 hours per week
Salary: £31,401 - £34,166 per annum
Working Pattern: Full Time
Location: Council Offices, Campus East, Welwyn Garden City
AL8 6AE
DBS Check: No
Closing Date: 25/07/2021 at 23:55
Reference: RECS/21/157733

Welwyn Hatfield Borough Council is seeking an experienced and enthusiastic professional to join their team as the Cemetery Services Officer. If you're passionate about providing the best excellent customer service at one of the most difficult times, to our residents, this is the role for you.

The position will report to the Bereavement and Customer Services Manager and you will oversee the day to day management of 2 council cemeteries, 3 closed graveyards and burial registrations provision. Your key duties will include contract and budget management, assisting Funeral Directors, members of the public, and other interested parties on all matters relating to the Council's cemetery services. This includes keeping accurate records and ensuring that customers' needs are met and that legal requirements are adhered to.

You will also be a member of the project team overseeing the design and build of a new crematorium within the Borough. You will play an active role in the review and modernisation of the Council's Bereavement Services.

You will join a forward-thinking council that puts their customers first. We know that in order to provide the best for our residents and visitors, we need to do the same for our staff. We have set out to make our workplaces vibrant and happy places to be, places where our staff feel safe, content and valued together with hybrid working. From a generous annual leave entitlement to flexible working and opportunities to buy and sell leave, our benefits package provides a great work life balance.

Joining Welwyn Hatfield Borough Council, you'll discover a workplace where everyone is respected, supported and empowered. If you share these values, we'd love to hear from you.

The ability to converse at ease with members of the public and provide advice in accurate spoken and written English is essential. A current driving license and access to a vehicle is also necessary.

Closing date: 25th July 2021
Assessment date: 29th July 2021
Interview date: 2nd August 2021

Equal Opportunities

Welwyn Hatfield – Working for Equality. We welcome applications from all sections of the community.

How to apply

Please apply online via the link below. Please read the Role Profile fully before applying for this vacancy. It is essential you refer to the Role Profile when completing your application, particularly the application questions section.

You must demonstrate how you meet the criteria set out in the Role Profile and give examples to support your statements. If you do not demonstrate how you meet the criteria for the role your application will be unsuccessful.

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