



Job Title: **Assistant Cemeteries Manager**

Contract Type: Permanent

Hours of work: Full-time

Salary: G6: £31,575 per annum

Base: Cutteslowe Park Offices

The Assistant Cemeteries Manager will supervise the operational function and service delivery of cemetery operations across the city, thus ensuring that ODS Group delivers a high quality service for the residents and visitors to Oxford.

Supporting the Cemeteries Manager, you will manage an experienced team of gardeners to ensure that our cemeteries are maintained as well as provide the first point of contact for our customers in relation to queries and services relating to Cemeteries. You will also contribute to the development of strategies, plans, policies and processes to further develop an effective Parks and Open Spaces Service.

In addition to your excellent organisational, administrative and supervisory skills, you are going to need great people skills, to deal sympathetically with bereaved clients, and ensure a first class service across our four city cemeteries and eleven closed churchyards.

To find out more about the job role please visit:

https://oxfccli.webitrent.com/oxfccli_webrecruitment/wrd/run/ETREC107GF.open?VACANCY_ID%3d547635B1hK%1BUSESSION=D32A5BD646D211ECBE02B604CAE5ED90&WVID=6163606FrF&LANG=USA

If you have any queries about the role, please contact Laura Harlock on 07483010887.

Job reference: 400051

Application closing date: 05/12/2021