



Interim Bereavement (Cemeteries & Crematorium) Service Manager
Day rate, inside IR35
4 month contract from January 2022

The Registration and Bereavement service sits within the Customer Services function which is focused on improving and transforming how we deliver services to our customers.

The Council is embarking on a period of investment in our Registration and Bereavement service, which is not only a high profile and fundamental service that we provide, but it comes with a significant responsibility to deliver a high performing, high quality service that deals with some of the most important life events of our customers; births, marriages and deaths.

Purpose

- To lead the Bereavement Service to ensure services are delivered to high quality standards and meeting all statutory requirements.
- Be the project lead on the procurement and implementation project for two new cremators, working alongside the specialist project manager.
- Oversee the implementation of the new Cemetery Rules and Regulations plan

Requirements

Oversee a small team of operational managers delivering the day to day services provided by the Bereavement Team and maintain momentum of project delivery.

- Ensuring that business as usual activity is maintained to a high standard and all legislative requirements are complied with.
- Provided guidance, leadership and support to the teams to ensure the council continues to deliver services effectively
- Undertake new or support existing service development projects to secure the success of the service:
- Implement the recent review of the service structures and operations.
- Lead the procurement project for the new cremators to be installed, ensuring value for money and deliverability.

Experience and Skills

- Has experience of working in the legislative environment specifically in relation to Bereavement, Crematorium and Cemetery services.
- Ability to work operationally and make tactical decisions taking the macro environment into consideration.
- Experience of delivering significant capital procurement projects, preferably in Bereavement Service environment.
- Experience of managing and leading a complex operation/service.

For more information on this position and to apply with your CV and cover letter please contact Stephen.johnson@reading.gov.uk

Closing Date: 9th January 2022

Interview Date: To be confirmed

Please note that the closing date is given as a guide. We reserve the right to close this vacancy once a sufficient number of applications has been received. Therefore, it is strongly advised that you complete and return your application as soon as possible to avoid disappointment.

Reading Borough Council is a Disability Confident Employer and is committed to the recruitment and continued employment of people with disabilities. We seek the best talent from the widest pool of people as diversity is the key to our success.