



Job Title: Assistant Director (Cemetery & Crematorium)

Port Health & Public Protection (PH&PP) Division

Contract Type: n/a

Salary: £63,710 - £73,190 per annum

We are the City of Heritage Protectors

About us

The City of London Corporation is the city of opportunities, ideas and diversity. We're an organisation that makes a contribution totally out of scale with our size. You could see your efforts not just make life better for people in London but across the country and even overseas. We're the organisation that will surprise you.

The role

The role is all about managing and developing our cemetery and crematorium services, helping bereaved families while meeting the expectations of funeral directors across the city.

The role is challenging as well as wide-ranging. You'll be responsible for all aspects of the planning, delivery and conservation of the City of London Cemetery and Crematorium. This includes advising key stakeholders, dealing with complaints, resolving critical operational issues and making sure that all burials and cremations are properly managed and recorded. On top of this, you'll make a significant contribution to wider strategy of the City's Port Health & Public Protection (PH&PP) Division, helping us meet our wider objectives and targets.

About you

We're looking for people with an extensive understanding of cemetery and crematorium management, including landscape and conservation management as well as relevant technology, regulations and legislation.

On top of strong supervisory skills, you'll be adept at service planning and delivery. You'll also need outstanding communication skills and proficiency in managing relationships, budgets and varied workloads. Lastly, you'll be able to analyse data and make strategic decisions based on your analysis.

In terms of qualifications, you'll need a management qualification with the Institute of Cemetery and Crematorium Management (ICCM) or the equivalent experience.

Please see the Job Information Pack.

Closing date: 12 Noon, 19 September 2022.

To apply please click on the apply online button below.

Please note that CV's will not be accepted.

Please contact 020 7332 3978 (24 hr. answerphone) quoting reference number OENV0015 if you experience any problems. A minicom service for the hearing impaired is available on 020 7332 3732.

The City of London Corporation is committed to Equal Opportunities and welcomes applications from all sections of the community.

<https://tmpuk.avature.net/COL13598?jobId=13598&source=Media+Applicant>