



Job Title: Senior Crematorium Technician - Req24271

Contract Type: Permanent

Salary: £29,777.04 - £31,364.04

As a senior Crematorium Technician, you'll thrive on leading a highly skilled team of dedicated Crematorium Technicians and Trainee Crematorium Technicians and be part of the wider diverse council where you will have prospects to succeed. Best City Ambition.

The successful candidate will be a highly flexible, well-motivated self-starter who possesses excellent communication skills and a commitment to providing the highest level of service to the bereaved. This post will include evening and weekend work as overtime where required.

As a Senior Crematorium Technician, you will be responsible for training, mentoring, and managing staff as well as operating the cremators and working with front of house services dealing directly with the public and Funeral Directors. As such, it is essential that the post holder has attended the Cremator Technician Training Scheme (CTTS) and holds the Cremator Technician's Certificate of Proficiency. The applicant must have previous experience in cremation operations and related health and safety requirements. Due to the sensitive nature of the post, the post holder will need to be able to display previous experience of dealing with the bereaved and have a calm and mature manner. The work will also involve the handling of containerised human cremated remains.

The post holder will also be responsible to ensure accurate records of the cremation process are maintained and be proficient in information technology skills and can produce related reports in accordance with the Environmental Health Authority (EHA) requirements.

It is also essential that the post holder can work both indoors and outside as some of the duties will include showing people around the site and may involve walking on undulating terrain, including supervising burials and appointments. Some lone working will be required.

It is essential that the post holder is willing to travel and work at any of the 3 crematoria within Leeds to cover staff absences.

Leeds City Council is one of the largest employers in the region with over 14,000 employees. We seek to recruit and develop talented individuals who embody our council values and ambitions.

About you

As a Senior Crematorium Technician, you will bring to the role:

The ability to lead and develop the team and work with the Principal Bereavement Services Officer to create a culture that reflects our core values.

Reflecting Leeds City Council values, to create an excellent working environment for your team, allowing them to provide a first-class service.

As a team player you will demonstrate compassion and the desire to make a difference every day.

You will play a major role in the hands-on day to day operation of the site.

Ensure adherence to the “Code of Cremation Practice” as laid down by the FBCA.

About the role

As our next Senior Crematorium Technician, you’ll, be part of a larger team responsible for providing an outstanding front line customer service delivery to the bereaved and our stakeholders.

You will work closely with contractors, stakeholders and other employees of Leeds City Council and create close working relationships with all.

What we offer you

We take pride in offering the best employee experience, with benefits including:

A competitive salary and annual leave entitlement plus statutory holidays

Membership of the West Yorkshire Pension Fund with generous employer contributions

Flexible and hybrid working arrangements subject to service requirements.

A clear career pathway and continuing professional development opportunities.

A range of staff benefits to help you boost your wellbeing and make your money go further.

How to apply

Apply for this job online. Please complete the online application form complete a personal statement of no more than 500 words.

Read our guidance for further advice. Please check your information carefully and ensure you complete all sections before submitting your application.

If you have any queries or would like an informal chat about the role please contact Sarah Roebuck, Principal Bereavement Services Officer Call 01133786002 or email parks@leeds.gov.uk

We promote diversity and want a workforce that reflects the population of Leeds and the communities we serve. Leeds City Council is an Inclusive employer, ranked 70 on the Stonewall top 100 employers 2023 list. We are also an Age friendly employer, a Mindful employer and a Disability Confident leader.

All new Leeds City Council appointments are made subject to the satisfactory completion of a six month probationary period.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK - either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the

role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.

Job description

PURPOSE OF JOB

To assist in the provision of an efficient and effective cremation service to the public of Leeds, through attendance at the service and operation of the Crematoria equipment. In line with the objectives of Climate Energy & Green Space Service.

RESPONSIBILITIES

To undertake associated clerical duties concerned with the record keeping and other administrative duties of the cremation process including times, disposal of ashes, fuel consumption, ordering, repairs, filtration equipment, memorials and environmental protection records using both information technology and paper systems.

To supervise and undertake the training and development of the Crematorium Technicians.

To carry out all necessary appraisals and attendance management with the Crematorium Technicians as required and to undertake and maintain accurate administration records for the same.

The undertaking and completion of all crematoria related duties within the defined working district.

To maintain essential records regarding cremations.

To supervise the preparation of the chapel for service according to denominational or non-religious requirements, arrangements of flowers and decorations etc.

To escort mourners into and out of chapel, dealing sympathetically with distressed mourners and enquiries.

To supervise the placing of coffins on the catafalque.

To assist in the service as required.

To supervise the removal of coffins after committal, removal of floral tributes and the placing of floral tributes on the flower area following the service.

To undertake the strewing or interring of ashes, this may occasionally take place in the presence of mourners.

To undertake and supervise the safe operation and routine maintenance of the cremators, cremulator and miscellaneous equipment such as sound/audio/web casting equipment, moving catafalque and trolley.

To undertake the safe operation and routine maintenance of the cremator and auxiliary equipment such as fans and smoke extractors, in accordance with the Environment Protection Act 1990.

To clean, the chapel, cremator room, vestry, toilets, book of remembrance room, waiting room, ancillary buildings and surroundings areas within the crematorium grounds.

To clear the flowers as required and to dispose of old flowers to appropriate waste area/skip.

To carry out necessary checks prior to cremation regarding identification and documentation.

To undertake the removal of metal objects from cremated remains.

To pack ashes for dispatch.

Accompany visitors to existing memorials or to assist with the viewing of various memorials available.

Respond to enquiries from visitors to cemeteries and crematoria.

Deal with concerns expressed by visitors.

Undertake any training as deemed necessary to improve performance and to meet the needs of Bereavement Services.

To always observe, the Code of Cremation Practice as issued by the Federation of British Cremation Authorities.

To ensure that the council's Safety Policy, relevant Safe Working Practices, and Core Behavioural Competences are adhered to by the staff under the post holder's control.

To comply and ensure that subordinate staff comply with the Health and Safety and Equal Opportunities policies of the city council and legislation regarding employment conditions, Disability Discrimination Act and data protection.

To comply with and ensure that subordinate staff comply with the defined procedures and Standing Orders of the city council, particularly regarding Financial and Procurement regulations.

To undertake any other duties commensurate with the post and grade.

Flexible and adaptable to change to assist other services as required commensurate to grade.

Participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills.

Work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

Be aware of and comply with Leeds City Council policies and procedures e.g., child protection, security, confidentiality reporting all concerns to an appropriate person.

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values and standards of Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

The Council has adopted a flexibility protocol and this role will be expected to work within these parameters.

Qualifications:

Cremator Technician's Certificate of Proficiency (CTTS) / TEST

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview or Certificate.

SKILLS

Ability to communicate with a wide range of people individually, in groups and at all appropriate levels.

Ability to work on own initiative and as part of a team.

Ability to supervise staff and train effectively.

Ability to meet strict deadlines.

Ability to plan and organise resources efficiently and effectively.

Ability to keep accurate records.

Ability to demonstrate good information technology skills.

Ability to produce reports.

Ability to assist with the lifting and moving of heavy objects.

Ability to display a calm and sympathetic attitude, particularly when dealing with the bereaved.

Ability to work in a warm, heated environment.

KNOWLEDGE

Knowledge of Health and Safety procedures.

Knowledge of customer care procedures.

EXPERIENCE

Experience of Customer Care procedures.

Experience in staff supervising staff and training.

Experience in dealing with the bereaved.

Experience of operating cremators and cremulator's

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS

Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.

Willing to carry out all duties having regard to an employee's responsibility under the council's Health and safety Policies.

A Full clean driving licence is required to enable travel to various sites to work at or supervise staff at other crematoria.

Weekend working as required on a rota basis.

Closing date 9th February 2024 at 11:30 pm

Click the link to [Apply for this job](#)