



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**  
Standard Template

<b>JOB TITLE:</b>	Patrol Officer		
<b>GRADE:</b>	4	<b>SERVICE AREA:</b>	Bereavement
<b>JOB CODE:</b>	P68		
<b>REPORTS TO:</b>	Bereavement Services Officer	<b>LOCATION:</b>	Willenhall lawn cemetery
<b>SPECIAL CONDITIONS:</b>	<ol style="list-style-type: none"> <li>1. Full Driving Licence</li> <li>2. Work evenings, weekends and bank holidays on a rota basis (variable according to time of year)</li> <li>3. Wear uniform as provided</li> </ol>		

**1. Main purpose of the job role:**

- To provide security and supervision of Cemeteries and Crematorium.
- Open and close Cemetery gates at prescribed times.
- To ensure sites are safe for use by the public.
- To provide security assistance at the Register Office.
- To notify the Bereavement Services Officer of any accidents or unusual occurrences
- To ensure that the Authority's Cemeteries and Crematorium Rules & Regulations are complied with by members of the public.
- To check the security of buildings.
- To provide security assistance at the Register Office as required.
- To check any vandalism to memorials.
- To carry out emergency repairs, if possible.
- To ensure the cemeteries toilets are maintained to an appropriate standard.
- To clear the cemeteries of litter if required.
- To liaise with police and any other service when necessary.
- To provide courier services as required
- To work in a safe manner to self, colleagues and members of the public
- To be responsible for the identification and pursuance of own training and development needs.

- To comply with the Council's Equal Opportunities Policy in every aspect of work, including equitable treatment in relation to service provision.
- To carry out any further duty considered appropriate.

## **2. Role specific duties and accountabilities:**

- To notify the Bereavement Services Officer of any accidents or unusual occurrences
- Allowing contractors access to sites and buildings as and when required outside of normal operating / opening hours
- To undertake such other duties commensurate with the grading of the post as may from time to time be determined

## **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Council's Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE	GRADE	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Ability to work on own initiative without direct supervision	A/I	3
Ability to demonstrate a sympathetic manner towards members of the public, particularly those who are bereaved	I	3
Ability to demonstrate good verbal and written communication skills	I	3
Ability to work on evenings, weekends and bank holidays	A/I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Experience in a busy working environment	I	1
A current driving licence	A	
Evidence of continuous professional development (where applicable)		
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
A current Crematorium Technician Certificate, or willingness to work to gain this qualification	I	2

<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity			3
Awareness of, and commitment to, confidentiality and handling data			3
<b>Prepared by:</b>		<b>Date:</b>	