

## **VACANCY**

### **Assets Officer**

Bishopstoke Parish Council is seeking to appoint an Assets Officer to manage the Council burial grounds and conduct regular inspections of all Council assets, including the allotments and play areas.

The post is currently based both at home and out at Parish Council sites, but will also include office-based work when the Council has acquired suitable premises.

The position is for 30 hours per week, with the possibility of extra hours or increased responsibilities in the future, and is pensionable.

Full details of the job can be obtained by contacting the Clerk, Mr David Wheal, by emailing [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org), or alternatively they can be found on the Bishopstoke Parish Council website – [www.bishopstokepc.org](http://www.bishopstokepc.org).

To apply please send a CV and a covering letter detailing your suitability for the post.

**Closing date for applications: 10<sup>th</sup> August 2022**

## **JOB DESCRIPTION**

### **Assets Officer**

#### **Overall Responsibilities**

The person appointed will be responsible for the management and maintenance of the grounds and all associated records for Bishopstoke Cemetery, St Mary's closed churchyard and Old St Mary's closed churchyard. In addition, they will be responsible for overseeing the setting up and subsequent running of Stoke Common Cemetery. Finally, they will be responsible for dealing with any enquiries and comments from members of the public relating to these responsibilities.

The person appointed will also be responsible for completing the weekly and monthly inspections of various Parish assets, including arranging any necessary work identified as a result of the inspections, and providing regular reports to the Clerk and Council. They will also be responsible for updating the Parish Council noticeboards as required.

The person appointed will be accountable to the Clerk for the effective management of these resources and will report to him as and when required. Additionally, there will be a variety of administrative and clerical tasks as directed by the Clerk.

There will also be occasions when attendance at Council or other meetings is required some of which may be during evening hours, and there is a requirement to attend the Cemetery to check preparations for interments which could involve weekend work.

Applicants should note that the role includes outdoor work throughout the year, often in muddy or rough ground, and in any weather. All necessary equipment and training will be provided.

## **Specific Responsibilities**

1. To manage the Bishopstoke Cemetery, dealing with enquiries from the public, maintaining the statutory records and associated computer records, and ensuring compliance with health and safety and other regulations, all as directed by the Clerk.
2. To maintain the St Mary's and Old St Mary's closed churchyards, dealing with enquiries from the public and maintaining up to date records as directed by the Clerk.
3. To draw up proposals, both on their own initiative and as a result of suggestions by Councillors, for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
4. To prepare, in conjunction with the Clerk, initial plans, procedures and policies for Stoke Common Cemetery and to keep the Clerk informed as to any progress towards the Council taking over management of it.
5. To advise the Council on how to interpret both changes in current legislation and any new legislation related to the role.
6. To complete regular required inspections on Council assets. This includes, but is not limited to, the Cemetery, the closed churchyards, the allotments, all parish run play areas, all parish noticeboards and all parish run buildings.
7. To follow up on any actions identified as a result of inspections, liaising with the Clerk, other officers, Councillors and contractors as necessary. To report back to the Clerk and Council on the inspections and any resulting actions.
8. To update the Parish Council noticeboards as directed by the Clerk.
9. To attend meetings of the Council or its Committees or Working Groups as required.
10. To act as a representative of the Council as required.
11. To attend training courses or seminars relevant to the role, as required by the Council, or identified by the post holder or Clerk.
12. Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
13. Updating and maintaining Parish Council records of relevant policies and procedures.
14. To undertake any other reasonable task as directed by the Clerk or Council.

**PERSON SPECIFICATION**  
**Assets Officer**

Bishopstoke Parish Council is seeking to appoint an Assets Officer. You will need to have Level 4 GCSEs in Maths and English (or suitable alternative qualifications), be familiar with Microsoft Office and be prepared to learn how to use unfamiliar software. You should also be prepared to undertake any professional training or qualifications as required by the Council.

Awareness of current legislation around cemeteries, closed churchyards, health and safety and risk assessments would be an advantage, as would experience with administrative work. Certain forms are required to be filled in by hand so neat handwriting is also desirable as is attention to detail.

A significant part of the role will involve being outdoors, in any weather, on potentially rough or muddy ground, and applicants should bear this in mind when applying.

There will be times when you will need to deal with grieving families or conversations about death and the recently deceased, and it is important that those conversations are handled sensitively. There will also be a requirement to liaise with contractors where necessary.

You will need to be able to function in a team, but also to work on your own when required, included being proactive in deciding priorities for your work. There will be a requirement to be in the office at least one morning per week, as well as attending other meetings as required, some of which may be in the evening. You will be expected to attend the Cemetery to mark out plots for upcoming interments, and again on the morning of any interment to check that all necessary preparations have been completed, which can include weekend mornings.

## **PAY & CONDITIONS**

### **Assets Officer**

The rate for the job comes from the National Joint Council Local for Local Government Services pay scale. The position will be offered at between scale points 18 to 20. This is an hourly rate of between £13.18 and £13.71 per hour, which at 30 hours per week gives an annual salary of between £20,560.80 and £21,387.60 before any tax or pension payments are taken into account. Salary will be paid monthly at the end of each month and will therefore initially be between £1,713.40 and £1,782.30 per month before any deductions for tax and pension are removed. Progression up the pay scale is possible through either annual appraisal or adding responsibilities,

Holiday entitlement will be equivalent to 6.6 working weeks, or 198 hours. This includes 23 days normal working leave, the 8 normal bank and public holidays, and 2 extra statutory days. All leave, including bank holidays, must be booked in advance and agreed by the Clerk. Unless alternative working days and times are agreed, as the role is 30 hours per week each day of leave will be considered to be 6 hours.

The successful applicant will be expected to have a regular four or five day week, including working in the office at least one morning per week. Specific hours and days will be mutually agreed after appointment. Occasional attendance outside agreed times and days may be required to check the preparations for interments or to attend Council meetings.

## ASSETS

Bishopstoke Parish Council looks after a number of assets for the benefit of local residents. Bishopstoke Cemetery is located on Sewall Drive, as is Stoke Common Cemetery, although Stoke Common Cemetery is not yet under the management of the Parish Council. Part of the role is working on the initial design and layout of Stoke Common Cemetery prior to the Council accepting the transfer from the Borough Council. Following the transfer, the two cemeteries will both be managed by the post holder. In addition the Council is responsible for the maintenance of the churchyards at St Mary's and Old St Mary's. This includes grass, hedges, trees, fences and memorial safety but does not include St Mary's Church itself.

There are currently two allotment sites located at Underwood Road and Jockey Lane with a further two expected to be transferred over soon at Sewall Drive and Bow Lake Gardens. The post does not currently include that management of any allotment site, but it does include the monthly inspections of each site.

Parish Council play areas can be found at the junction of Church Road and Rose Close (Stoke Common play area), on Glebe Meadow, on Sayers Road, in the open space at Otter Close, at the end of Templecombe Road and on Blackberry Drive opposite the Clock Inn. There is also a small BMX track and a small Multi Use Games Area on Blackberry Drive and a small skate park in Glebe Meadow. Bishopstoke Parish Council is expecting to take over another play area on Bow Lake Gardens soon.

Council buildings include an allotment shop, storage shed and machinery shed at Underwood Road allotments, a toilet block at Jockey Lane allotments, the Shears Mill turbine museum and the Parish Office (currently unused). Each new allotment site includes an allotment building. The Council is also the sole trustee of the charity that runs Bishopstoke Memorial Hall.

The Council also owns some of the bus shelters, bins and benches around Bishopstoke, as well as eight noticeboards, with another to be added soon, and several map boards.

More information on all of these assets can be found on the Parish Council website, or by contacting the Clerk.