

**WEA**  
**Technical Services Department**  
**Architect - Surveyor**



**CWGC**  
 Commonwealth War Graves Commission

**Job Description**

<b>Job Band</b>	D
<b>Reporting to</b>	Technical Manager Works
<b>Employees reporting to role</b>	N/A
<b>Financial Responsibilities</b>	Monitoring and managing the project budget as delegated by the Technical Manager Works.
<b>Purpose of Job</b>	To provide high-level technical and professional surveying advice for WEA, so as to ensure the continuous development of the Area's long term maintenance and conservation strategy. To inspect, survey and assess the condition of our complete estate in order to guide and influence the operational output of the WEA Works Department is delivered to the Commission's standards and in a cost-effective manner.

**Key responsibilities and accountabilities**

**General**

- Ownership of the WEA Estate Survey Process from planning to execution, in order that our built estate is surveyed professionally within a 5 year cycle.
- Use technical and professional expertise to record and assess technical problems identified during each survey to inform, influence and guide managers decision-making on direction of Works Resources.
- Manage the input of survey technical data into an executable Projects programme plan and associated database project programme
- Produces clear and concise technical reports/drawings for the Technical Manager Works to support Business Cases and Project Plans to gain approval for Building works by senior management.
- Prepares, coordinates and completes conservation and technical projects as directed.
- Writes and compiles technical specifications and conservation policies for projects and to assist in guiding and/or directing works staff in the execution of their duties.
- Composes monthly projects reports to advise senior management on progress within their area of responsibility.
- Assists with the communication on the conservation project works and ensures that all concerned are sufficiently briefed in order to deliver the conservation work in a coherent and efficient manner.

**Team Performance**

- The architect-surveyor is a member of the multidisciplinary workforce of the Works team working closely with all team members of all branches and contributes in developing an integrated multi-skilled team.
- Contributes by providing technical/professional expert advice as required to teams working on projects or other works.

### **Other Accountabilities**

- Assures the quality and timeliness of the survey programme to ensure the delivery of the Commission's structural maintenance programme within all WEA countries is delivered by Works Teams to time, quality and cost.
- Expected to use professional expertise to advise on any changes in processes and work procedures to improve the operational output of the works department.

### **Key contacts and relationships**

- All WEA staff on every level.
- Local and regional authorities, heritage organisations, cemetery directors and architects.
- Internal and external communications department.

### **Knowledge & qualifications/experience required**

- Degree in Architecture, Conservation or Chartered Surveyor (UK) or equivalent qualification/experience and ability to demonstrate thorough experience/background in conservation law, technical projects and architecture/engineering.
- A strong interest in and knowledge of historic architecture, building methods and conservation/restoration techniques with an eye for design, the ability to sketch designs and plans and an understanding of technical drawings.
- Knowledge of technical specifications and confidence in working with measurements and budget calculations.
- Knowledge of relevant buildings legislation relating to buildings and conservation.
- Good level of proficiency in Microsoft packages: Excel and Word is a must, ideally MS Project and AUTOCAD.
- Experience in Project Management.
- Excellent command of English language and good working knowledge of at least one of the WEA languages (French, Dutch or German) or willingness to learn.
- Driving Licence B.

### **Competencies & Key Skills (functional/technical)**

- Administrative and organisational skills with a methodical approach to work.
- Excellent communication skills, both written and oral, and the ability to liaise effectively with a range of other professionals and building productive working relationships.
- Problem solving and prioritising.
- Personal effectiveness e.g. in planning, developing, contributing to and delivering projects.
- Good analytical skills, accuracy and attention to detail.
- Is reliable, resilient and has a flexible approach to changing work environment/situations and people.
- Strong team-working skills.

- Commitment to job related training and development.
- Willing to travel and work on regular occasions away from the office.