

**WEA France
Technical Services (Horticulture)
HEAD GARDENER**



CWGC
Commonwealth War Graves Commission

Job Description

Job Band	Band B
Reporting to	Senior Head Gardener
Employees reporting to role	A mobile team of gardeners during the absence of Senior Head Gardener
Financial Responsibilities	no
Purpose of Job	Assist to Senior Head Gardener (SHG) to manage a mobile team of gardeners who maintain a pre-defined group of cemeteries within an Area sector according to the Commission standard as efficiently and economically as possible. The post requires competences in both managerial and manual skills.

Key responsibilities and accountabilities

General

- Assist SHG to plan the required horticultural work in order to achieve standards of excellence. Ensure that the program of work is completed by the team to the Commission's standard.
- Keep a diary of the main daily activities throughout the year.
- Notify the SHG, and Works Department during the absence of SHG, of structural damage. Notify the SHG of any future or ongoing development in the vicinity of the cemetery or memorial. Report any instances of degradation and maintenance problems.
- Oversee the correct use and maintenance of the group's vehicles, informing the Transport Section in Area if problems occur.
- Oversee the correct use and maintenance of machinery with the aim of optimising the life of the machine. Store machinery correctly. Discuss any machinery needs with the Sector Supervisor.
- Assist SHG in the preparation of the annual group renovation work program with the support of the Sector Supervisor.
- Report any vandalism or degradation to the appropriate authorities, and inform SHG and Administrative Department of the Area office as soon as possible.
- May represent the Commission at ceremonies or meetings.
- Provide direction and other information to visitors.
- Actively participate in various projects of the Department, of the Commission in general, according to operational need and managers requests.
- Observe safe working practices and the Commission's Health and Safety policies and procedures.

Team Performance

- Participate in the organization of the work of the group according to recommendations and requests of the management and the Commission standards.
- Together with the SHG contributes to any new gardener integration into the team.
- Notify immediately the SHG if a member of staff's work or behaviour gives cause for concern.
- Assist the SHG in team meetings conduction.

- Assist the SHG in the annual performance appraisal preparation for each member of the group. Follow the personal development plan with each member of the group..

Key contacts and relationships

- Line Management
- Team members
- Other teams (bases) and sectors staff
- Visitors

Knowledge & qualifications/experience required

- Knowledge of all Commission's horticultural modules.
- Knowledge of Commission policies and procedures.
- Knowledge of French or willingness to learn - knowledge of English desirable
- Good user knowledge of Internet and MS Office or willingness to learn
- Valid driving licence

Competencies & Key Skills (functional/technical)

- Management skills
- Good organizational and time management skills
- Prioritises well and has the ability to adapt to exceptional circumstances
- Ability to effectively communicate; good listening skills
- Good decision making skills and takes responsibility for his/her actions
- Good resource management
- Team spirit
- Sense of service delivery
- Reliability and rigour