


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Assistant Works Surveyor Supervisor
Department:	Operations
Contract Type:	Temporary
Job Purpose:	To inspect, survey and assess the condition of our 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.
Job Band:	C
Reports to:	Works Surveyor Supervisor
Direct Reports:	None
Other Key Contacts:	<ul style="list-style-type: none"> • Responsible to the Works Surveyor Supervisor • All WEA staff on every level. • Liaises with local/regional authorities, heritage organisations, cemetery directors and architects.
Financial Responsibilities:	None
Location:	Office based - primarily based in Ieper, Belgium
Working hours:	Normal office hours are 37 hours per week following Belgian law and labour agreements
Travel:	Must be willing to travel within Europe and overseas, sometimes at short notice. Valid passport required
Right to work:	Must have the right to work in Belgium

COMMISSION BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours the 1.7 million men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Our work commemorates the war dead, from building and maintaining our cemeteries and memorials at 23,000 locations in more than 150 countries and territories to preserving our extensive records and archives. Our values and aims, laid out in 1917, are as relevant now as they were 100 years ago.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Writes and compiles technical specifications and conservation policies for projects and assists in guiding and/or directing works staff in the execution of their duties.
- Administers the input of the survey technical data in a maintenance/projects programme plan and associated database.
- Digitalises and compiles all information regarding premises.
- Assists with writing and compiling technical specifications and conservation policies.

Job Functional Knowledge

- Uses technical and professional expertise to record and assess technical problems
- 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.

Business Expertise

- The Assistant Works Surveyor Supervisor 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.

Leadership

n/a

Problem Solving

- Good analytical skills, accuracy and attention to detail
- Problem solving and prioritising

Nature of Impact

- Assists with the preparation, coordination and completion of conservation and technical projects as directed.

Area of Impact

- Prepares data for reporting purposes according to the requirements of the Works Supervisor Surveyor and produces clear and concise reports.
- Contributes to works department in terms of policy and strategy

Interpersonal Skills

- Excellent communication skills, both written and oral, and the ability to liaise effectively with a range of other professionals and building productive working relationships.

PERSON SPECIFICATION

Education and Knowledge

Essential

- Preferable a Master Degree in Architecture, Conservation Management or Engineering or equivalent qualification/technical experience in the field working at historical buildings/memorials.
- Good level of proficiency in Microsoft packages: Excel and Word is a must.
- 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

Desirable

- MS Project

Experience

Essential

- A strong interest in and knowledge of historic architecture, building methods and 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.

Desirable

Skills and Abilities

- Administrative and organisational skills with a methodical approach to work.
- Personal effectiveness e.g. in planning, developing, contributing to and delivering projects.
- 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.
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and others

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the Commission.

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Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date:

