


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Surveyor
Department:	Works
Job Purpose:	Inspection, expertise and condition assessment of all our sites and buildings to advise and guide the choices of operational teams in the field and ensure that work is carried out in accordance with Commission standards and in an efficient manner.
Job Band:	D
Reports to:	Works Manager and Senior Surveyor
Direct Reports:	Surveyor Assistants
Other Key Contacts:	<ul style="list-style-type: none"> • All WEA (France) staff at all levels. • Local and regional authorities, heritage organisations, cemetery managers and architects. • Internal and external communication service.
Financial Responsibilities:	Monitor and manage the project budget as delegated by the Technical Director of Works.
Location:	WEA France
Travel:	Must be willing to travel and work on regular occasions outside the office, sometimes on short notice. Valid passport and category B driving licence required.
Right to Work	WEA (France)

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 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.

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KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Inspect WEA (France) sites and memorials from planning to execution, so that all sites and memorials are professionally inspected in a 5-year maintenance cycle and in accordance with Commission standards.
- Use technical and professional expertise to record and evaluate the technical problems identified during each inspection to inform, advise and guide management in decision-making.
- Manage the entry of the technical data of the inspection in the software provided for this purpose : Tribal-K2 system.
- Provide high-level technical and professional inspection advice to staff in WEA (France) to ensure the continued development of the area's long-term maintenance and conservation strategy.
- Write technical specifications work recommendations and conservation policies in accordance with CWGC standards and help guide and/or direct work personnel in the performance of their tasks.
- Produce clear and concise technical reports for the Technical Director of Works to support the case studies sent by himself to the CWGC'S Head Office.
- Write monthly reports to inform management of progress in their area of responsibility.
- Assist in the communication of conservation work and ensure that all concerned are sufficiently informed to ensure that work is carried out in a consistent and effective manner.
- May be required to follow the feasibility, preparation and follow-up phases of external sites.

Job functional knowledge

- Knowledge of the Commission's policies and procedures.
- Ensure compliance with health and safety requirements.
- Pragmatic and practical.
- Understanding of the Commission's challenges and ability to organize work accordingly to achieve the objectives set.

Business expertise

- The surveyor is part of the multidisciplinary team of the Works team, which works closely with all members of the team in all sectors and contributes to the development of an integrated multidisciplinary team.
- Actively participate in various projects of the Works Department and the Commission in general, according to operational needs and requests of the Management.
- Ensure the quality and regular updating of the inspection programme to ensure that structural maintenance of sites in the WEA (France) is carried out in accordance with Commission standards.

Leadership

- Contribute by providing technical and professional expert advice, as required, to teams working on projects.

Problem solving

- Solve problems related to the survey cell.
- Be able to take initiative.

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- Exercise judgment based on good practices and personal experience.

Nature of impact

- Has an essential impact on the organisation and decisions taken by the Works Department by submitting recommendations and opinions.

Area of impact

- Collaborate with other Surveyors in the WEA (France), all Works staff, and other departments of the CWGC.
- Develop and maintain good professional relations with Commission staff at all levels.

Interpersonal skills

- Exchange ideas and information in an efficient, concise and logical manner.
- Ability to communicate with a diverse audience.

PERSON PROFILE

Education and Knowledge

Essential

- HND with significant experience in the field of construction and heritage restoration.
- Strong interest in historical architecture, construction methods and techniques, the ability to sketch projects and plans, and an understanding of technical drawings.
- Knowledge of legislation on the construction and conservation of buildings.
- Good knowledge of Microsoft software packages : Excel, Word and PowerPoint are essential, and ideally MS Project.
- Excellent command of the French language and good working knowledge of the English language or willingness to learn.

Experience

Desirable

- Experience in building pathology.

Skills and Abilities

- Administrative and organisational skills with a methodical approach to work.
- Excellent communication skills, both written and oral, and the ability to communicate effectively with a range of other professionals and establish productive working relationship.
- Ability to make decisions and take responsibility for actions.
- Excellent analytical skills.
- A reliable, resilient and flexible approach based on the environment/work situations and people.
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Willingness to commit to professional training and development.
- Health and Safety responsibility for self and others.

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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.
