

  
**COMMONWEALTH  
WAR GRAVES**  


<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Gardener
<b>Department:</b>	Horticultural
<b>Job Purpose:</b>	<p>The post holder works in a mobile role or at a static site, and is responsible for the maintenance of a number of specific plots within a region under the supervision of the (Senior) Head Gardener. He/she carries out gardening maintenance to the standards of excellence as set by the Commission, and according to horticultural policies and procedures.</p> <p>This is a practical role, requiring maintenance craft skills to undertake a wide range of duties. These include turf culture, headstone border, maintenance and planting, pest control, machinery operation and maintenance and the care of ornamental features.</p>
<b>Job Band:</b>	A
<b>Reports to:</b>	Head Gardener or Senior Head Gardener
<b>Direct Reports:</b>	None
<b>Other Key Contacts:</b>	Senior Head Gardener/ Head Gardener Supervisors / Managers Horticultural teams Structural teams Cemetery neighbours, farmers and landowners Visitors and members of the general public
<b>Financial Responsibilities:</b>	None
<b>Location:</b>	WEA Central
<b>Travel:</b>	N/A

<b>COMMISSION BACKGROUND</b>
------------------------------

We honour and care for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries and memorials at over 23,000 locations all over the world.

Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

<b>KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE</b>
--

**General**

|||||  
COMMONWEALTH  
WAR GRAVES  
|||||

- Undertakes the practical horticultural maintenance, renovation work and caretaking duties. This includes mowing, edging, hedge cutting, weeding, pruning and pesticide application. The work varies with the seasons.
- Responsible for the safe operation, care, day to day maintenance and repair of all work equipment to a set standard. This includes team vehicles.
- Reports to Line Management any structural defects noted, any development in the surroundings or environment of cemeteries and memorials, which are observed during maintenance duties.
- Observes with the Commissions safety procedures and safe working practices, ensures that PPE is used appropriately, and that the Commission's H&S policies, procedures and safety instructions are adhered to at all times.
- Undertakes any other duties which may reasonably be regarded as within the nature of the role.

#### **Business expertise**

- Ability to understand how tasks relate to the work of other gardeners within the cemetery.

#### **Leadership**

- No supervisory responsibility.

#### **Problem solving**

- Demonstrates a basic level of common sense in completing routine tasks; applying this to address any simple problems that may arise.

#### **Nature of impact**

- Impact on cemetery standards across WEA Central at a group level.

#### **Area of impact**

- Responsible for own work with the ability to generally effect standards across WEA Central at a group level.

#### **Interpersonal skills**

- Good communication skills, able to interact within the team, visitors and members of the public.
- Provides advice/direction and other information to Cemetery visitors/members of the public, helps them locate war graves

<b>PERSON PROFILE</b>
-----------------------

#### **Education and Knowledge**

##### **Essential**

- General interest in horticulture, nature and environmental aspects.

#### **Skills and Abilities**



COMMONWEALTH  
WAR GRAVES



- Ability to learn the Commission's Horticultural Modules.
- Ability to work alone and using their initiative, as well as part of a team.
- Effective communication and listening skills.
- Takes responsibility for action.
- Committed to professional development
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self

---

*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.*

---