

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title:	Team Leader
Department:	Works
Job Purpose:	To manage a team of builders/craftsmen and ensure the compliance with the standards of the Commission on war graves, memorials and associated buildings, throughout the Western Europe Area.
Job Band:	B
Reports to:	Works Supervisor
Direct Reports:	Direct report of several builders and/or craftsmen
Other Key Contacts:	Other works and horticulture teams, cemetery authorities, local/regional authorities and mayors, cemetery neighbours, farmers and land owners, visitors and members of general public.
Financial Responsibilities:	Delegated financial responsibility for small tools, materials and the rental of hire equipment.
Location:	C&SEA
Travel:	Prepared to work abroad on variable periods.

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.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Responsible for the daily lead of the team builders/craftsmen, organises the work, leads and motivates the team being a working member of the team.
- Plans and organises the work of the team in an independent and efficient way. Allocates tasks to the other members of the team and ensures they are carried out to the required standard and time scale.
- Responsible for the quality and the quantity of the executed work of the team and motivates every member of the team to reach this output.
- Responsible for the daily safety on the building site and ensures all health and safety regulations are followed correctly.
- Ensures that materials and equipment are delivered on time to the site.
- Ensures that all plant machinery, equipment and vehicles are kept in good running order and gives useful feedback on the tools and machines to improve the teams output.
- Able and willing to fulfil a minimum of administrative tasks such as time sheets, leave records and all other associated paperwork correctly and on time.

Job functional knowledge

- Has technical skills and an overview on which team members can rely on.
- Possesses specialist skills in brickwork and/or stonework craft areas preferable conservation based.

Business expertise

- Understands how own team integrates with the other teams in order to achieve overall objectives.

Leadership

- Gives instructions to staff and demonstrates correct working practice.
- Assists the Works Supervisor/Assistant Supervisor in the management of staff attendance by planning for annual leave and other types of absence, including the reporting of sickness absence to Area Office and conducting return to work interviews.
- Keeps track of the skills of the team and individual team members that need improvement and identifies training needs.
- Assesses performance of team members on a day to day basis, holds regular reviews and annual appraisals.

Problem solving

- Problem solver and able to make decisions in a definitive and accountable manner.
- Uses judgement based on safe practice and experience.

Nature of impact

- Responsible for the quality of the tasks performed by the team and understands its impact on the work of other teams.

Area of impact

- Own team.

Interpersonal skills

- Deals in a suitable and correct way with staff issues or problems.

PERSON PROFILE

Education and Knowledge

Essential

- Certified Vol VCA or willingness to obtain the certificate.

Desirable

- Affinity for conservation/restoration techniques are a plus.
- Complete knowledge of all Works related Commission's procedures and standards or willing to learn.

Experience

Essential

- Skilled craftsman with previous experience in the construction sector including managing and organising staff, materials, and equipment.

Skills and Abilities

- Good command of the language(s) from within the team to lead and willingness to learn English.
- Prepared to work abroad on variable periods.
- Capable of working independently combined with the ability to manage a team of up to 6 craftsmen/woman and building and maintaining good working relationships with the Commission staff in all grades.
- Flexible approach towards work and colleagues within a diverse work environment.
- Self-motivated with the ability to develop through the grades by practice and experience.
- Driving Licence B, Licence C/CE is an advantage.
- 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.
