

  
 COMMONWEALTH  
 WAR GRAVES  


<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Technical Supervisor, MA
<b>Department:</b>	Operations, MA
<b>Contract Type:</b>	Permanent
<b>Job Purpose:</b>	To assist in the supervision of the maintenance of cemeteries across multiple countries for the Mediterranean Area (MA). Initially supports and assists the Regional Managers and other colleagues in the co-ordination and execution of maintenance and renovation work and longer-term planning for the Estate in the region. To assist with the implementation of organisational policy, including approved working practices, health and safety procedures, people management, environmental and Commission policies relating to conduct and behaviour.
<b>Job Band:</b>	Band C
<b>Reports to:</b>	Operations Manager, MA
<b>Direct Reports:</b>	N/A
<b>Other Key Contacts:</b>	<ul style="list-style-type: none"> <li>• Regional Managers</li> <li>• Regional/Country Supervisors &amp; Works Managers</li> <li>• Cooperate closely with Area Office departments</li> <li>• Liaise with colleagues within Area and Head Office</li> <li>• Maintain and develop a wide range of contacts with industry peers and area of operation</li> <li>• Develop and maintain collaborative working relationships with colleagues in other operational areas and particularly the Technical heads of profession in Consultancy Services in Head Office</li> <li>• Liaise with local/regional authorities, heritage organisations, cemetery directors, contractors, suppliers and architects</li> </ul>
<b>Financial Responsibilities:</b>	As per delegated authority
<b>Location:</b>	Area Office, Larnaca, Cyprus
<b>Working hours:</b>	37.5 Hours Per Week. There will be occasions where you will be required to work out of hours to perform duties predominantly evenings and/or weekends. Time off in lieu will be granted for additional time worked.
<b>Travel:</b>	Some travel within the region as required

  
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<b>Full Driving Licence:</b>	A full and valid driving licence and the ability to drive safely
<b>Right to work:</b>	Must have the right to live and work in the EU and travel within MA
<b>COMMISSION BACKGROUND</b>	

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 preserve 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**

**General**

- Provide Auto-CAD and Excel service and support to Regional Managers and other colleagues as required
- To produce action plans and project programmes as directed by the Regional Managers
- Assists the Regional Managers in the preparation of financial estimates for budgets
- To become fully conversant with all aspects of the Commissions policies, processes and procedures including manual training, irrigation systems and sustainable management of our historic estate with a conservation-based approach
- Become fully conversant on the use of the Commissions internal project management processes.
- To assist the Regional Managers to manage and deliver the Commissions standards of maintenance in the MA region
- To understand the historical significance of the areas estate and follow the existing conservation policies and procedures
- To supervise the work of contractors and report progress to the Regional Managers and assist in the application of obtaining contractor quotations
- Assists with the implementation of the Area Management Plan, including projects and maintains accurate records of cemetery technical data and plans
- Contributes to the development of Conservation Statements and comprehensive management plans for the sites in the Area
- Follow Commission H&S policies, our Global Standards and support and check cemeteries and premises when directed to do so by Regional Managers
- Assists the Regional Managers in the training and development needs of staff to contribute to the Area's training programme and succession plan, including performance management
- Orders and purchases supplies, as directed by Regional Managers
- To have an understanding of operational manuals and be able to assist structural maintenance works
- Any action required by the Area Director/Manager relevant to the job role
- A flair for Horticultural design

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### **Project Responsibilities**

- Assist with renovation and special projects
- Projects as tasked
- Timely completion of the internal Project Management system
- Assists with the preparation of sites for events as directed

### **Financial and Risk Management**

- Financial authority as delegated by line manager
- Strictly adhere to the agreed delegated budget and ensure project completion and invoices are delivered to programme

<b>JOB SCOPE REQUIREMENTS</b>
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### **Education, Knowledge and Experience**

- High level of competence in the use of AutoCAD and Excel
- Evidence of continuous professional development
- Experience of amenity horticulture and Mediterranean climates is desirable
- Experience of working in different environments with an understanding of cultural and political sensitivities is desirable
- High level of written and spoken English language, other languages are desirable particularly Arabic/Italian/French
- Knowledge of Health and Safety best practices is desirable
- Excellent competence in the Microsoft office suite of software
- Degree/qualification in landscape architecture or recognised horticulture/land-based industry or 2 years of experience in a supervisory role in one of these fields. DESIRABLE

### **Skills and Abilities**

- Ability to complete tasks and convey information clearly and concisely in a timely manner both verbally and in writing
- Able to demonstrate discretion and confidentiality
- Excellent organisation and time management skills
- Excellent communication skills
- Ability to manage projects
- Attention to detail
- Ability to demonstrate a professional, confident and 'can do' attitude
- Manage a demanding workload and keep calm under pressure
- Able to adapt to change
- Comfortable working in a high tempo operations environment
- Reliable in handling large quantities of data and delivering results against tight timelines
- Undertake and contribute constructively to regular team meetings
- Have a flexible attitude to undertaking tasks and covering other team members
- Meets deadlines, targets and objectives and alerts manager if they cannot be met
- Takes responsibility for resolving problems and issues

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- Pursues personal development of the skills and knowledge necessary for the effective performance of the role
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and, where line management responsibility, responsibility for 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.*

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**Signatures**

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: