


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION

SUMMARY INFORMATION

Job Title:	Skilled Maintenance Craftsman Works/Engraver (SMC)	
Department:	Works Department	
Contract Type:	Permanent	
Job Purpose:	<p>The purpose of the job is to assist in the structural and horticultural maintenance of war graves and memorials to the standards set by the Commission, working as part of a small team whose workload is dependent on operational requirements.</p> <p>This is a mobile role, travelling and spending up to 3 to 4 nights per week away from home is key characteristic of the job. An integral part of the team, this is a hands on manual post.</p>	
Job Band:	B2	
Reports to:	Chargehand Stonemason/Works Supervisor	
Direct Reports:	N/A	
Other Key Contacts:	<ul style="list-style-type: none"> • Works Manager • Regional Managers /Regional Operations Coordinator, Operations Manager • Colleagues in own and other teams • Management team • Local authorities, Church officials, Maintenance Contractors and Suppliers • Represent the Commission at ceremonies • Cemetery visitors / Members of the public 	
Financial Responsibilities:	Day to day operational purchases	
Location:		
Working hours:	<p>Summer Hours - Monday to Thursday</p> <p style="text-align: right;">0800 to 1230 hours 1330 to 1700 hours</p> <p style="text-align: center;">Friday finish</p> <p style="text-align: right;">0800 to 1230 hours 1330 to 1600 hours</p> <p>Winter Hours - Monday to Friday</p> <p style="text-align: right;">0830 to 1230 hours 1300 to 1600 hours</p> <p>There will be occasions where you will be required to work overtime/out of hours. Time off in lieu will be granted for overtime worked</p>	

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Travel:	Must be willing to travel within the UK and overseas, sometimes at short notice. Valid passport and full UK car driving licence required
Right to work:	Must have right to work in the UK

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 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

- Structural duties: the spraying/cleaning of headstones and other structures, graffiti removal, fixing new headstones to replace those broken or deteriorated, repairing/refurbishment of private memorials and the realigning of headstones.
- Inspecting the condition of Commission commemorations and headstones on site, carrying out appropriate action, i.e. replacement, in-painting, re-engraving
- Collection, transportation and erection of headstones across a Region, ensuring all key stakeholders are kept informed, such as local church authorities to seek permissions.
- Maintenance work including the repointing of open joints to structural features, laying of paving and minor brickwork, retoning/rebronzing bronze features such as memorial panels and register boxes.
- Ensure the HAV's Health and Safety legislation is followed and adhered to, with all relevant paperwork completed, including Risk Assessments.
- Horticultural duties involve semi-skilled tasks such as strimming and removing overgrown vegetation from headstones. Whilst assisting in horticultural renovation projects duties include cultivation and levelling of ground, the transporting of materials and the removal of waste from site.
- To maintain machinery in good working order, carry out maintenance and minor repairs, and referring major mechanical or other problems to line management.
- Contribute ideas and suggestions for renovation or improvement of cemeteries, plots and memorials.
- Report to line manager any structural defects in Commission buildings and structures which are observed during maintenance duties. Report any problems observed with horticultural maintenance carried out on behalf of the Commission by a third party.
- Develop and maintain a working knowledge of administrative and paper work procedures. This includes the use of IT equipment, as and when required.
- Keep records of works completed as required.

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- Drive and maintain Commission vehicle as required, ensuring all administrative paperwork related to the vehicle is completed in a timely manner.

SMC's working within the Works Team:

- may also carry out engraving/stone inserts on headstones and memorials as required.

Other Accountabilities

- Ensure that Commission safety procedures and safe working practices are observed and followed including the appropriate usage of Personal Protective Equipment at all times. Be responsible for own personal safety as well as that of other parties (e.g. contractor, members of the public) and creating a safe working environment for all.
- Undertake any other duties which may reasonably be regarded as within the nature of the role.
- Complete task based risk assessments for all sites visited.

Project Responsibilities

- Contributes to UKNA projects, tasks and working groups as required/directed

JOB SCOPE REQUIREMENTS

Education and Knowledge

Essential

- A reasonable knowledge of general building practices is desirable.
- A good level of computer literacy or the ability to learn quickly
- A full manual driving licence
- Follow manual handling principles
- Knowledge of lone working policy
- PA1 and PA6 certificates are desirable but not essential as training will be provided
- Membership of the National Association of Memorial Masons (NAMM) is desirable but not essential as training/support will be provided
- Willingness to take on/seek additional responsibilities and an interest in their own personal development.

Skills and Abilities

- Manual technical skills
- Management of third party stakeholders
- Ability to communicate effectively verbally and in writing in English, listening skills
- Decision making skills, takes responsibility for actions
- Good organisational and time management skills
- Commitment to service excellence
- Ability to work alone and using their initiative, as well part of a team
- Effective communication and listening skills

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- Decision making skills and the ability to use own initiative, to resolve issues
- Good organisational and time management skills
- Sense of service delivery
- Good resource management
- Awareness of the aims and objectives of the organisation
- 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.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: