


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Head Gardener
Department:	Horticulture
Contract Type:	Permanent
Job Purpose:	<p>The post is responsible for supporting the Country Manager, Tunisia, Africa in the execution and co-ordination of horticultural maintenance in a pre-defined group of cemeteries and plots within an Area Sector in Tunisia and Algeria.</p> <p>Primarily to assist the Supervisor, TAM in the day-to-day control of the staff in the group, ensuring that they, as a team, maintain the cemeteries and memorials to the standards specified by the Commission as efficiently and economically as possible.</p>
Job Band:	B
Reports to:	Country Manager, Tunisia
Direct Reports:	Gardening/ Horticultural team within Tunisia
Other Key Contacts:	<ul style="list-style-type: none"> • Day to day liaison with colleagues within Area • Regional Manager, Northern Africa • Establish and maintain contacts with local people and authorities. This will include those who may be helpful to the Commission, such as Mayors, Road and Highway Authorities, farmers and other neighbours • Provide direction and other information to Cemetery visitors/members of the public <p>Liaising with officials of all nations and represent the Commission at ceremonies and/or meetings when required</p>
Financial Responsibilities:	As delegated
Location:	Tunis, Tunisia
Working hours:	<p>44 net per week, spread over 5 working days as follows:</p> <p><u>Summer Hours</u> July and August Monday to Thursday 06:30 to 14:30 with 30 minutes break 12:00-12:30 Friday 06:30 to 13:30</p>


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	<p><u>Winter Hours</u> September – June Monday to Thursday 07:00 to 12:00 & 13:00 to 17:00 Friday 07:00 to 12:00 & 13:00 to 16:00</p>
Travel:	Maybe required to travel to Algeria to ensure projects are carried out and completed
Right to work:	Must have the right to work in Tunisia

BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours and cares 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 at 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.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- To assist with the organisation, planning and control of the horticultural and caretaking work of the gardening staff in the group. Giving instructions to the team on the way the day to day work is to be carried out.
- Day to day management of subordinate team members, including performance management and routine discipline.
- To support the Line Manager in ensuring that safe working practices and the Commission's Health & Safety policies and procedures are adhered to at all times by subordinates, sets a good behavioural example. Following correct procedure for accidents at work & near misses.
- To keep all horticultural machinery, irrigation systems, equipment installations, properties and vehicles in good running order, adhering to specified maintenance schedules and instructions.
- When required report any structural defects noted as well as any development in the surroundings of cemeteries and memorials.
- Reports any vandalism or degradation to the appropriate authorities and informs the Supervisor.
- Undertake such other duties as are allocated by or on behalf of the Area Director.

Team Performance

- Assist the 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.
- Assess and report on the individual performance of direct reports. Report immediately to the Supervisor on any member of the team whose work or behaviour gives cause for concern.
- Provide instruction and training to team members in accordance with the Commission's horticultural practices.
- Assist the Supervisor in ensuring that team members follow correct procedure and regulations.

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- Ensure that any new team members integrate well into the team and receives all necessary documentation and instruction, particularly in relation to Health & Safety.

Risk Management

- Responsible for cemetery expense payments including utility bills, when authorised to do so by the Supervisor.
- When authorised to do so, organise the purchase of supplies and equipment, ensuring best value and within agreed specifications.

Job Functional Knowledge

- A considerably experienced gardener with the ability, after formal training, to understand and apply technical knowledge to work routines and procedures.

Business Expertise

- Ability to understand how both own and other gardeners' roles/duties within the cemetery relate to and integrate with each other.

Leadership

- Co-ordinates and reviews tasks they have delegated to gardeners for quality and progress.

Problem Solving

- Demonstrates an understanding of a variety of work procedures; selecting appropriate, and well defined, alternatives to standardised procedures when required.

Nature of Impact

- Direct impact through the quality of guidance (i.e., services; information) provided to gardeners within the cemetery.

Area of Impact

- Mainly on own team and indirectly on the wider Africa and Asia team.

Interpersonal Skills

- Involves the regular exchange of information, interacting with both fellow colleagues and visitors in the cemetery.

PERSON SPECIFICATION

Education and Knowledge

Essential

- A relevant recognised technical qualification (BTEC / NVQ Level 3 or local equivalent) or relevant experience working in a supervisory position.
- Written and spoken English language is essential, in addition to a good command of written and spoken French language and Arabic.
- Microsoft Office including Outlook and Excel
- Clean driving licence



Experience

Essential

- At least two years' work experience in team management in a horticultural environment, or at least 3 years' experience working in horticulture (with supervisory practice).
- Demonstrable knowledge of all Commissions Horticultural practices

Skills and Abilities

- Manual and managerial skills
- Effective communication and listening skills
- Decision making skills
- Takes responsibility for action
- Good organisational and time management skills
- Prioritises well and has the ability to adapt to exceptional circumstances
- Sense of service delivery
- Good resource management
- Committed to continuous professional development
- An alignment and adherence to the CWGC's Values CARE: COMMITMENT, AMBITION, EXCELLENCE and RESPECT
- 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 CWGC.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: