


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Senior Gardener Caretaker 1
Department:	Horticulture
Job Purpose:	<p>Supports the SHG and/or the HG in the daily management of a mobile team of horticultural workers responsible for carrying out the horticultural maintenance programme for cemeteries and memorials located in a given geographical area, in compliance with the objectives and standards set by the Commission, and within the framework of management that is as efficient and economical as possible.</p> <p>The position requires a good balance between carrying out some day-to-day supervisory activities and horticultural manual work.</p>
Job Band:	Band B
Reports to:	Senior Head Gardener or Head Gardener depending to the organization of the group.
Direct Reports:	Will have day-to-day responsibility for some members of the team as instructed by the SHG/HG.
Other Key Contacts:	<ul style="list-style-type: none"> • Hort Supervisors. • Team members. • Members of other teams (bases) or horticultural sectors. • Neighbours of the cemetery, farmers, landowners. • HR personnel • Visitors and the general public.
Financial Responsibilities:	None
Location:	WEA France
Travel:	Required to travel in the WEA France area.
Right to Work	WEA France

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.

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KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Participates in all manual activities of the team.
- Assists in identifying with SHG and HG the maintenance work necessary to maintain the expected level of excellence. Ensures that the work programme is carried out by the team in accordance with Commission standards.
- Contributes to the development of the team and helps identify the potential outperformers
- Notifies the HG, and in his absence the SHG, of any structural defects found. Inform his/her HG of any future or ongoing development projects taking place in the environment of one of the cemeteries or memorials in his/her area as well as notifying his/her HG of any maintenance or deterioration problems.
- Provides input to the preparation of the annual programme of renovation managed by the HG and SHG.
- Take primary action in the event of vandalism or damage to public authorities and informs his HG (or in his absence the SHG) and the Administrative Department of the WEA France area as soon as it is noticed.
- May be called upon to occasionally represent the Commission at external meetings or ceremonies.
- Informs and guide visitors.
- Generally participates in all relevant activities as and when required and as instructed.
- Complies with Health and Safety rules and procedures when performing his/her work.
- Supports the HG and SHG in organizing the team's work according to the recommendations and requirements of line supervisors, discussing the distribution of work with them.
- Plays an active role in the integration of new permanent or temporary gardeners into the team.
- Notifies the HG immediately or in his/her absence the SHG, of any problems/challenges concerning the team.
- Assist the HG at regular team meetings.

Job functional knowledge

- Fully understands the Commission's horticultural standards.
- Ensures the maintenance of horticultural machinery and equipment.
- Knowledge of the Commission's policies and procedures.
- Reports machine and equipment failures to the Area Office and organizes maintenance or repairs.
- Ensure compliance with health and safety requirements.
- Pragmatic and practical
- Able to guide staff on administrative activities

Business expertise

- Understands how the team integrates with others to achieve the objectives of the area.
- Good knowledge of the regular gardening tasks and how they fit into the standards of our cemeteries in the WEA area.

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Leadership

- Assumes day-to-day responsibility for team members as required.
- Supports the HG/SHG in the daily monitoring of staff and resources.
- Instructs staff by showing good work practices.
- Ensures that the day-to-day performance and work behaviour standards set by the Commission are met.
- Advises the HG/SHG on the daily evaluation of the team members' performance.

Problem solving

- Solves problems.
- Is able to make decisions about horticultural matters.
- Demonstrates judgment based on sound practices and own experience.
- Refers issues to the HG/SHG in the event of unusual and risky problems.

Nature of impact

- Small but direct impact through the quality of the tasks/service provided by self and others.
- Ensure compliance with safety standards using specialized equipment and ensure that personnel wear PPE (personal protective equipment and work clothing).
- Adopts a flexible approach to tasks and colleagues in a diverse work environment.
- Impacts on cemetery standards in the WEA France area.

Area of impact

- Primarily on own team.
- Assists the HG in managing the team by developing and maintaining good professional relations with Commission staff at various levels.

Interpersonal skills

- Open and honest communication, strong listening skills.
- Feels comfortable communicating with different teams and team leaders (changing weekly).
- Ability to effectively communicate through the regular exchange of technical information.

PERSON PROFILE

Education and Knowledge

Essential

- Excellent working knowledge of French.
- Valid Class B driving licence.
- Knowledge of the computer tool and software of the MS Office and Internet Pack, or willingness to learn.
- Completion of all Hort Modules.

Desirable

- Van with trailer permit: BE permit.
- Risk assessment and relevant work instructions understanding and experience.

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- Solid knowledge of horticultural machinery maintenance.
- Driving licence category C.
- Lawn maintenance - STRI training
- Solid knowledge of routine maintenance activities including removal and installation of headstones.
- Knowledge of all Commission standards.
- Knowledge of the Commission's policies and procedures.
- Basic knowledge of English.
- Basic people management skills and solid technical experience

Experience

Essential

- Significant experience in the provision of autonomous horticultural work.

Skills and Abilities

- Ability to effectively communicate in the local language(s)
- Ability to make decisions and take responsibility for actions.
- Organizational and time management skills.
- Respect and adherence to the Commission's values: RESPECT, EXCELLENCE, TEAM WORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT.
- Willingness to commit to professional training and development.
- Responsibility for health and safety for oneself and others.
- Willingness to develop professionally.

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.
