


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Senior Head Gardener
Department:	Horticulture
Job Purpose:	The Senior Head Gardener (SHG) is in charge of a mobile team of gardeners who maintain a pre-defined group of cemeteries within an Area sector according to the Commission standard as efficiently and economically as possible. The post requires competences in both managerial and manual skills.
Job Band:	Band C
Reports to:	Horticultural Sector Supervisor
Direct Reports:	Mobile horticultural team
Other Key Contacts:	<ul style="list-style-type: none"> • Supervisors. • Team members. • Members of other teams (bases) or horticultural sectors. • Neighbours of the cemetery, farmers, landowners. Visitors and the public.
Financial Responsibilities:	None
Location:	WEA France
Travel:	Required to carry out regular and often very short lead times for travel in the WEA 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

- Participate in various manual activities of the team.
- Visit regularly all sites within the group to plan the required horticultural work in order to achieve standards of excellence. Ensure that the program of work is completed by the team to the Commission's standard.
- Keep a diary of the main daily activities throughout the year.
- Notify the Works Department of structural damage. Notify the Sector Supervisor of any future or ongoing development in the vicinity of the cemetery or memorial. Report any instances of degradation and maintenance problems.
- Oversee the correct use and maintenance of the group's vehicles, informing the Transport Section in Area if problems occur.
- Oversee the correct use and maintenance of machinery with the aim of optimising the life of the machine. Store machinery correctly. Discuss any machinery needs with the Sector Supervisor.
- Prepare the annual group renovation work program with the support of the Sector Supervisor. Amend the renovation program on a monthly basis as the work is completed.
- Report any vandalism or degradation to the appropriate authorities, and inform Administrative Department of the Area office as soon as possible.
- May represent the Commission at ceremonies or meetings.
- Provide direction and other information to visitors.
- Actively participate in various activities of the Department, of the Commission in general, according to operational need and managers requests.
- Ensure that safe working practices and the Commission's Health and Safety policies and procedures are observed at all times by himself/herself and the members of his/her group. Follow procedure for accidents at work, complete paperwork and investigation as necessary.

Job functional knowledge

- Fully understands the Commission's horticultural standards.
- Ensure 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.

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Business expertise

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

Leadership

- Organize the work of the group according to recommendations and requests of the management and the Commission standards.
- Ensure that any new gardener integrates well into the team and receives all necessary documentation and instruction, particularly information on Health and Safety.
- Notify immediately line management and Human Resources Department de la France Area if a member of staff's work or behaviour gives cause for concern.
- Hold regular and exceptional meetings with the team, "Team Briefing" including.
- Prepare and compile the annual performance appraisal for each member of the group. Review the personal development plan with each member of the group..
- Propose modifications of operating procedures in order to improve working conditions and teams performance.
- Guarantee that the team members observe the Commission rules and procedures.

Problem solving

- Solves problems.
- Is able to make final decisions.
- Demonstrates judgment based on sound practices and own experience.
- Collaborates with the Horticultural Sector Supervisor in the event of unusual and risky problems.

Nature of impact

- 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

- Assists the Horticultural Sector Supervisor in managing the team by developing and maintaining good professional relations with Commission staff at all levels.

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Interpersonal skills

- Open and honest communication, strong listening skills.
- Good listening skills feels comfortable communicating with different teams and team leaders (changing weekly).

PERSON PROFILE

Education and Knowledge

Essential

- Excellent working knowledge of French.
- Knowledge of the computer tool and software of the MS Office and Internet Pack, or willingness to learn.

Desirable

- Knowledge of all Commission's horticultural modules.
- Knowledge of Commission policies and procedures.
- Knowledge of French or willingness to learn - knowledge of English desirable
- Good user knowledge of Internet and MS Office or willingness to learn
- Valid driving licence

Experience

Essential

- Significant experience in the provision of autonomous horticultural work.

Skills and Abilities

- Ability to communicate effectively, good listening skills.
- Ability to make decisions and take responsibility for actions.
- Organizational and time management skills and
- Committed to professional development
- 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.
