


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Technical Trainer - M/F
Department:	Works
Job Purpose:	Continue to create as well as manage the technical training modules for stone cutting and masonry in the Career Development Plan (CDP). Support the teams in developing their skills and career progression. Guarantee quality and technical compliance with the rules of heritage conservation and the standards required by the Commission, by monitoring the quality of the work carried out.
Job Band:	D
Reports to:	Operations Cell Leader
Direct Reports:	Team leader
Other Key Contacts:	<ul style="list-style-type: none"> • Members of the Works and Horticultural teams • Managers and Supervisors • HR Department and every department within France • Training organisations • People in direct vicinity of the cemeteries, farmers, land owners and environmentalists • Visitors and the general public • Local authorities • External contractors
Financial Responsibilities:	Those delegated by the Operations Cell Leader
Location:	Beaurains, France
Travel:	France and other countries; including daily regional travel and frequent longer journeys throughout the year.
Right to Work:	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 and territories 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

- Create, evaluate and improve the content of training modules, in line with the Commission's needs, and according to the rules of heritage conservation
- Train teams in the field and new supervisors. Take over management of the team being trained during the training
- Organise external modules in partnership with training centres and the HR Department; organise and supervise internal modules in partnership with supervisors and Works foremen
- Organise the installation and removal of equipment required for training
- Set up the necessary action plans for the career development of the Works teams, following approval from the Operations Cell Leader
- Set up, carry out and supervise skills assessment for each member of the Works team

- Sign off the work carried out by the Commission's teams, guaranteeing the quality of the work and the materials used
- Implement a quality process with regard to the choice of materials, their use and the proper site performance of the teams in the final phase of work
- Responsible for the compliance of the products used by the Works teams
- Ensure technical harmonisation within the various branches of the Works Department

- May be required to carry out site inspections in partnership with the Survey Unit
- May be required to monitor internal projects undertaken by the Works teams and/or external projects undertaken by contractors
- May be required to monitor 'agency' work and draw up the necessary quotes regarding this
- Ensure that Health and Safety policies are always applied and enforced
- Provide professional advice to the management of the Area on subjects relating to the programme and operations of the Works Department
- Participate in the policy and strategy of the Works Department
- May be required by delegation from the Operations Cell Leader to compile and update the dashboards and indicators for the Area management team or the Head Office
- May be required by the Operations Cell Leader to manage and develop the Works programmes

Job Functional Knowledge

- Transfer of knowledge and skills
- Qualification or in-depth professional knowledge of the rules and techniques of restoration and heritage conservation, training skills and the supervision of technical projects
- Knowledge of the Commission's policies and procedures
- Extensive knowledge of the Structural Works Manual



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Business Expertise

- Understand the issues facing the Commission and be able to organise work in order to attain the fixed goals
- Good knowledge of the Commission's conservation principles

Leadership

- Manage the teams and develop their skills
- Ability to unite people so that management decisions are observed and assimilated by the team members
- Demonstrate credibility and act with integrity
- Motivate the teams according to their strengths and help them work on areas of improvement
- Embody the Commission's values and make sure the teams adhere to them
- Encourage and strengthen the autonomy of team members
- Bring personal technical/professional expertise to the teams

Problem solving

- Ability to make the necessary decisions
- Ability to make judgements based on sound practices and personal experience

Nature of impact

- High level of impact on training organisation and the decisions made by the Works Department, by providing recommendations and advice regarding any change in the work processes and procedures in order to improve the operational performance of the Works Department
- High level of impact on the implementation of the Career Development Plan
- Work carried out within the set deadlines, quality and cost

Area of impact

- Be an integral part of the Works Department multidisciplinary team, work closely with all members of the Works team and help construct a versatile team
- Work jointly with the other departments in the area

Interpersonal skills

- Able to exchange ideas and information in an effective, concise and logical manner
- Establish and maintain good professional relations with all Commission staff members
- Able to instruct and communicate with a diverse audience

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PERSON PROFILE

Education and knowledge

Essential

- University or College level of qualification (Bac+2) and a minimum of 10 years' experience is required in the fields of heritage conservation and restoration. A teaching qualification or equivalent is an asset
- Knowledge of legislation regarding buildings and conservation
- Knowledge of teaching methodologies and tools
- Knowledge of software used in Microsoft Office: Excel, Word, Powerpoint (essential), and ideally MS Project
- Valid Category B driving licence

Desirable

- A strong interest for history and architecture, as well as a good knowledge of construction methods and techniques, with a keen eye for design
- Ability to draw sketches and plans, as well as a good understanding of technical drawings
- A knowledge of English is an asset, or the ability to learn this language

Experience

Essential

- Former experience as a technical trainer
- Former experience of leadership and team management
- Experience in heritage conservation management, in engineering or the equivalent, and ability in project management of technical and architectural/engineering projects or the equivalent

Skills and abilities

- High level of skill for communication and speaking in public, with good listening skills
- Ability to create productive working relations
- Ability to conduct difficult conversations
- Critical thinking and decision-making
- Organisational and time management skills
- Ability to adapt and a flexible approach
- Ability to work independently and with a significant amount of travel
- Pragmatism and common sense
- Willingness to engage in professional training and development
- An alignment and adherence to the Commission's Values : **CARE** → **COMMITMENT, AMBITION, RESPECT** and **EXCELLENCE**.
- Responsible for the health and safety of self and others

Your main duties are described in this job description. From time to time, you may be required to perform other reasonable tasks outside your job title or main duties as necessary to meet the needs of the Commission.
