


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Head Gardener
Department:	Operations – MA Horticulture
Duration of contract:	Permanent
Job Purpose:	<p>The post is responsible for supporting the Senior Head Gardener and Country Supervisor, Israel in the execution and co-ordination of horticultural maintenance in a pre-defined group of cemeteries and plots within an Area Sector.</p> <p>Primarily to assist the Senior Head Gardener, Israel 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:	C
Reports to:	Senior Head Gardener, Israel
Direct reports:	Gardening / Horticultural team within their group
Other key contacts:	<ul style="list-style-type: none"> • Day to day liaison with colleagues within Area • Regional Manager, Middle East • 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 • Liaising with officials of all nations and represent the Commission at ceremonies and/or meetings when required
Financial responsibilities:	As delegated
Location:	Israel
Working hours:	The working hours are an averaged 41½ hours per week, excluding meal breaks.
Travel:	You may also travel within the Area to ensure additional projects are carried out.

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

- 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 Commissions 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 Senior Head Gardener 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.
- 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 SCOPE REQUIREMENTS

Education, Knowledge and Experience Required

- A relevant recognised technical qualification (BTEC / NVQ Level 3 or local equivalent) or relevant experience working in a supervisory position.
- At least two years' work experience in team management in a horticultural environment, or at least 6 years' experience working in horticulture (with supervisory practice).
- Demonstrable knowledge of all Commissions Horticultural practices
- Written and spoken English language is desirable, in addition to a good command of written and spoken Arabic language
- Microsoft Office including Outlook
- Clean driving licence

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

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: