

  
 COMMONWEALTH  
 WAR GRAVES  


<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Gardener
<b>Department:</b>	Operations – MA Horticulture
<b>Duration of contract:</b>	Permanent
<b>Job Purpose:</b>	<p>To support the Supervisor Tunisia, Algeria &amp; Morocco (TAM) and Head Gardener in the execution and co-ordination of horticultural maintenance in a pre-defined group of cemeteries and plots within the TAM Region.</p> <p>A Gardener usually works as part of a team organised in a mobile or static role to maintain a number of war cemeteries by carrying out manual horticultural maintenance, caretaking and renovation work to the standards of excellence as set by the Commission, and according to the Horticultural Manual.</p> <p>An integral part of the team, this is a hands-on manual post</p>
<b>Job Band:</b>	A
<b>Reports to:</b>	Head Gardener
<b>Direct reports:</b>	N/A
<b>Other key contacts:</b>	<ul style="list-style-type: none"> <li>• Supervisor (TAM)</li> <li>• Colleagues in own and other teams</li> <li>• Mediterranean Area Horticulture Manager</li> <li>• Local government authorities', maintenance contractors and suppliers.</li> <li>• Provide direction and other information to Cemetery visitors/members of the public</li> </ul>
<b>Financial responsibilities:</b>	N/A
<b>Location:</b>	Tunisia
<b>Working hours:</b>	<p><b><u>Summer Hours</u></b></p> <p>The weekly hours of work for non-administrator staff is 37 net per week for the summer period.</p> <p>July and August                      Monday – Thursday 06:30 to 14:30 with 30 minutes break 12:00-12:30                      Friday 06:30 to 13:30</p>

	<p><b><u>Winter Hours</u></b></p> <p>The weekly hours of work for non-administrative staff is 44 net per week during the winter period</p> <p>There will be one hour midday break each day during the winter schedule and the midday break does not form part of the 44 hour working week.</p> <p>September – June  Monday – Thursday 07:00 to 12:00 &amp; 13:00 to 17:00  Friday 07:00 to 12:00 &amp; 13:00 to 16:00</p> <p><b><u>Ramadan</u></b></p> <p>35 net hours per week, spread over 5 working days as follows:</p> <p>Monday – Friday 07:00 to 14:30 including a 30 minutes break</p>
<b>Travel:</b>	You may be transferred to work at other sites in Tunisia should the Commission require you to do so.
<b>Right to work:</b>	Must have right to work in Tunisia

**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**

- The primary task is to carry out manual horticultural maintenance, renovation work and caretaking duties; undertaking tasks such as mowing, edging, weeding, pruning, pesticide application and planting, in accordance with training and Horticultural practices.
- To ensure that all of the Commissions safety procedures and safe working practices are observed, and that all lawful safety instructions are followed at all times.
- To report to Line Management any structural defects noted, any development in the surroundings or environment of cemeteries and memorials which are observed during maintenance duties.
- If required, stand in for the line manager in her absence, taking charge of the staff, equipment, vehicles and resources; deploying these in the most efficient and economical manner possible.
- Travel within the Area to ensure additional projects are carried out.

### **Team Performance**

- To be a team player ensuring the maintenance of a number of war cemeteries by carrying out manual horticultural maintenance and renovation work to the standards of excellence as set by the Commission, and according to the Horticultural Manual.

### **Project Responsibilities**

- N/A

### **Risk Management**

- N/A

<b>JOB SCOPE REQUIREMENTS</b>
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### **Education and Knowledge**

#### **Essential**

- A leaving school certificate
- Practical gardening/horticulture experience
- A good command of written and spoken French language, in addition to a good level of literacy in first language

#### **Desirable**

- A good command of written and spoken English language
- A college certificate in Horticulture
- Experience of maintaining large scale gardens

### **Skills and Abilities**

- Passed or ability to learn the Commissions Horticultural practices
- Manual skills
- Effective communication and listening skills
- Decision making skills, within required limits
- Takes responsibility for action
- Good organisational and time management skills
- Sense of service delivery
- Ability to work alone or as part of a small team
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and, where line management responsibility, responsibility for others

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*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.*

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**Signatures**

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: