

| JOB DESCRIPTION | |
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| SUMMARY INFORMATION | |
| Job Title: | Gardener Caretaker 1 |
| Department: | Horticulture |
| Job Purpose: | Supports the CJ1 and the Chief Gardener (CJ) 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. The position requires a good balance between carrying out management activities and horticultural manual work. |
| Job Band: | Band B |
| Reports to: | Senior Head Gardener or Head Gardener depending to the organization of the group. |
| Direct Reports: | Varies according to groups |
| 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 general public. |
| Financial Responsibilities: | None |
| Location: | WEA France |
| Travel: | Required to travel in the WEA France area. |
| Right to Work | WEA France |

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| COMMISSION BACKGROUND |
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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 |
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General

- Participates in all manual activities of his team.
- Assists in identifying with SHG and HG the maintenance work necessary to maintain the expected level of excellence. Ensure that the work programme is carried out by the team in accordance with Commission standards.
- Notify 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 and notify him/her of any maintenance or deterioration problems.
- Takes part in the preparation of the annual programme of renovation work by the SHG and the HG, with the support of its Horticultural Supervisor.
- Take the first steps in the event of vandalism or damage to public authorities and inform his HG (or in his absence the SHG) and the Administrative Department of the WEA France area as soon as it is noticed.
- May represent the Commission at external meetings or ceremonies.
- Inform and guide visitors.
- In general, it participates actively in all the activities of its Service and the Commission, as 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 his group.
- Notify the HG immediately, and in his absence the SHG, of any problems concerning the team.
- Assist the HG at regular team meetings.
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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

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 area.

Leadership

- Manages and assumes responsibility for team members.
- Supports the HG in the daily monitoring of staff and resources.

- Instructs staff by showing good work practices.
- Ensures that the performance and work behaviour standards set by HG are met.
- Advises the HG on the daily evaluation of the team members' performance.

Problem solving

- Solves problems.
- Is able to make final decisions.
- Demonstrates judgment based on sound practices and own experience.
- Collaborates with the HG 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 HG in managing the team by developing and maintaining good professional relations with Commission staff at all levels.

Interpersonal skills

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

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| PERSON PROFILE |
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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.

Desirable

- Van with trailer permit: BE permit.
- Risk assessment and relevant work instructions.
- Successful completion of all horticultural modules and training for horticultural machines.
- Driving licence category C.
- Lawn maintenance - STRI training
- Training in routine maintenance of the work, including removal and installation of headstones.
- Knowledge of all Commission standards.
- Knowledge of the Commission's policies and procedures.
- Basic knowledge of English.

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.
