

JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Assistant Horticultural Supervisor
Department:	Horticulture
Job Purpose:	Assists and can temporarily replace a hort supervisor on all tasks on a restricted perimeter. Will be responsible for a hort group and do PQMS throughout the area.
Job Band:	C
Reports to:	Horticulture Manager
Direct Reports:	Limited nb of SHG
Other Key Contacts:	<ul style="list-style-type: none"> • Members of the Horticulture and Works teams. • Supervisors and Managers. • Neighbours of the cemetery, farmers, landowners and environmental activists. • Visitors and the public. • Local authorities, police, gendarmes
Financial Responsibilities:	None
Location:	Beaurains France
Travel:	Willing to travel and work on regular occasions away from the office, sometimes at short notice.
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 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.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Can assist all supervisors on their day-to-day activities and replace them as needed on a temporary basis
- Does PQMS across the area in all sectors and assists the supervisor and team leader in making improvements within their groups
- Collects and analyses the information necessary for the drafting of reports relating to horticultural activity such as: Routine Works Maintenance (RWM), isolated graves in France (ECM's), Tree risk assessments, Training, PQMS, headstone installation, machine and material demands from teams



- Uses technical and professional expertise to record and assess technical problems within their group
- Contribute with the preparation, coordination and completion of projects and trials
- Is effective in planning, developing, contributing, and delivering projects
- Assists with receiving and distributing goods and deliveries
- Contributes to Hort department in terms of policy and strategy
- Ensures that the Commission's Health and Safety Policy is implemented and adhered to at all time
- Is committed to the training program/project management that will enable him/her to acquire the skills required to take the position as a supervisor when/if available

Job functional knowledge

- Fully understands the Commission's horticultural standards.
- Knowledge of Commission policies and procedures.
- Fully understands health and safety requirements.
- Excellent understanding of horticultural machinery
- Excellent understanding of horticultural techniques
- Understanding of the Commission's challenges and ability to organize work accordingly to achieve the objectives set.

Business expertise

- Excellent knowledge of the horticultural teams' annual work programmes. Understands the potential difficulties encountered by its teams and assists in solving problems.
- Actively participates in various projects organised by the Horticultural Department and the Commission in general.

Leadership

- Proficient people skills
- Ensure that any new gardener is well integrated into the team and has all the necessary documents/guidelines, especially those related to Health and Safety.
- Prepares and compiles annual appraisal interviews within his/her perimeter of action, reviews the personal development plan with each group leader in his/her area, conducts return-to-work interviews when necessary.
- Proposes procedural changes to improve working conditions and team performance.
- Immediately informs his/her superiors and the Human Resources department if the behaviour of a staff member or the way he/she works is inappropriate.
- Ability to communicate decisions taken by the hierarchy in a positive manner and ensure they are imbedded in the teams' activities

Problem solving

- Competent decision-making skills.
- Demonstrates sound judgement based on solid practices and own experience.

Nature of impact

- Has an essential impact on the organisation and management of their horticultural team and ensures CWGC policies and protocols are respected.

Area of impact

- Cooperates with the other horticultural sectors within France and Works Department to ensure delivery of Area objectives.
- Develops and maintains good professional working relationships with Commission staff at all levels.



Interpersonal skills

- Exchange ideas and information in an effective, concise, and logical manner.
- Ability to communicate with a diverse audience.

PERSON PROFILE

Education and Knowledge

Essential

- Mastery of all horticultural modules/National Diploma in Horticulture or qualified by experience.
- Excellent level of French and English or willingness to learn.
- Good computer skills.
- Valid driving licence.

Desirable

Experience

Essential

- Experience in leading and mentoring members of one or more teams.

Skills and Abilities

- Ability to communicate effectively, good listening skills.
- Ability to make decisions and take responsibility for actions.
- Organizational and time management skills
- Committed to professional development
- Pragmatic, practical and flexible
- An alignment and adherence to the Commission's Values: **CARE** → **COMMITMENT, AMBITION, RESPECT** and **EXCELLENCE**.
- 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.
