


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Project Cell leader
Department:	Works
Job Purpose:	To lead and manage the project cell on all aspects: team and projects. To deliver the allocated technical projects within the Commission's standards, to the WEA (France) Works programme, and to cost. To ensure we comply with all aspects of building conservation law including the sourcing of all necessary authorisations and permits.
Job Band:	D
Reports to:	Works manager
Direct Reports:	Works (supervisors/assistant supervisor) project cell Works personnel – (From none as delegated by works Manager)
Other Key Contacts:	<ul style="list-style-type: none"> • All WEA-F staff on every level. • Projects leader from CWGC (other area's) • Local and regional authorities, heritage organisations, cemetery directors, suppliers and architects. • External companies • Internal and external communications department.
Financial Responsibilities:	To monitor and manage budgets of WEA-F projects as delegated by works Manager.
Location:	WEA France
Travel:	Must be willing to travel and work on regular occasions away from the office sometimes at short notice. Valid passport and category B driver's licence required.
Right to Work	WEA 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.

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KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Drives and manages project cell daily (team and allocated projects).
- Coordinates and follows all the agreed actions to ensure the proper running of the project cell.
- Ensures the link and the efficient communication with other cells particularly in works department and with CWGC staff on every level in general.
- Ensures the good completion and delivery of all the objectives set for the project cell.
- Responsible for the performance of the project cell team. Ensures the follow up of progress of each team member and set up tools for his development when needed.
- Supervision of project cell team, contractors or Works personnel to ensure they deliver work as directed by Works manager.
- Responsible for all projects allocated to the cell. Ensures that the work is carried out safety, according Commission's standard, project management tools and within agreed timescale and allocated budget.
- Ensures the use and the good follow up of agreed works processes by project cell team and suggests improvements if needed.
- Ensures regular reporting to works manager regarding all tasks and objectives allocated to the project cell. Writing weekly/monthly reports and filing all necessary info.
- Handles of public tenders according CWGC procurement rules and the conservation law.
- Where tasked by works manager, Consults with external heritage organisations in respect of funding and ensures compliance with all aspects of conservation law.
- Writing and compiling technical specification according local legislation.
- Ensures that Commission's Health and Safety Policy is implemented and adhered to at all time.
- Provides professional advice to the Area Management on issues connected with the Works program and operations.
- Contributes to Works department in terms of policy and strategy.
- Where tasked by Works Manager, compilation and maintenance of management information for Corporate and Area management use.
- Where responsible, inspects cemeteries, memorials and associated buildings and when requested, prepare Technical Inspection Reports according to the standard of Works department.

Job functional knowledge

- Staff leadership and development
- Shows professional credibility and acts with integrity.
- Project management.
- Knowledge of Commission policies and procedures.
- Qualification or professional knowledge of conservation rules, public tenders and supervising of technical projects.
- Ensure compliance with health and safety requirements.
- Pragmatic and practical.
- Understanding of the Commission's challenges and ability to organize work accordingly to achieve the objectives set.

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Business expertise

- The Works Supervisor -project cell leader is a member of the multidisciplinary workforce of the Works team working closely with other cell leaders and all team members of all branches and contributes in developing an integrated multi-skilled team.
- Actively participates in various projects of the Works Department and the Commission in general, according to operational needs and requests from the Directorate.
- Assures the quality and timeliness of the survey programme to ensure the delivery of the Commission's structural maintenance programme within WEA-F is delivered by Works Teams to time, quality and cost.
- Expected to use professional expertise to advise on any changes in processes and work procedures to improve the operational output of the works department.

Leadership

- Communicates honestly and efficiently with the teams.
- Shows professional credibility and acts with integrity.
- Ability to motivate the teams based on their strength and improving their weaknesses.
- Embodies CWGC values and ensures that the teams embrace them.
- Promote and enhance autonomy of team members.
- Ability to have courage conversations.
- Contributes by providing technical/professional expert advice as required to teams working on projects or other works.

Problem solving

- Is able to make final decisions.
- Demonstrates judgment based on sound practices and own experience.

Nature of impact

- Has an essential impact on the organisation and on the decisions taken by the Works Department by submitting recommendations and advice.

Area of impact

- Cooperates with the other cell leaders of the WEA-France area and the Horticultural Department.
- Developing and maintaining good professional relations 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.
- Ability to lead teams.
- Being able to federate so that the decisions agreed with the hierarchy are followed and integrated by team members.

PERSON PROFILE

Education and Knowledge

Essential

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- Master's degree or minimum 10 years experience in building sector.
- A strong interest in and knowledge of historic architecture, building methods and techniques with an eye for design, the ability to sketch designs and plans and an understanding of technical drawings.
- Command of technical specifications and confidence in working with measurements and budget calculations.
- Command of relevant buildings legislation relating to buildings and conservation.
- Good level of proficiency in Microsoft packages: Excel, Word and PowerPoint is a must, ideally MS Project.
- Command of English language is a real strength. Ability to learn.
- Driving Licence B. valid.

Experience Essential

- Experience in Project Management.
- Experience in leadership and management of staff.
- Conservation Management or Engineering or equivalent experience and ability to demonstrate thorough experience/background in conservation law, technical projects and architecture/engineering or equal due to experience.

Skills and Abilities

- Administrative and organisational skills with a methodical approach to work.
- Excellent communication skills, both written and oral, and the ability to liaise effectively with a range of other professionals and building productive working relationships.
- Ability to make decisions and take responsibility for actions.
- Excellent analytical skills.
- A reliable, resilient and flexible approach based on the environment/work situations and people.
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Willingness to commit to professional training and development.
- 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.
