

JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Building Surveyor (Known internally as Technical Manager, Works)
Department:	Africa and Asia Pacific Area
Contract Type:	Permanent
Job Purpose:	To manage the implementation of organisational policy including application of health and safety and environmental standards and approved working practices. Effective management of Works projects and Works technical standards throughout AAPA. Works technical lead on standards, systems and quality assurance
Job Band:	D3
Reports to:	Operations Manager
Direct Reports:	<ul style="list-style-type: none"> • Works teams in Africa and South Africa • Management of External Contractors
Other Key Contacts:	<ul style="list-style-type: none"> • Area Management Team • Estates • Regional and Country/Cemetery Managers • Maintain and develop contacts with local authorities and diplomatic missions • Management of external contractors or individuals where this may be of use in facilitating the work of the Commission
Financial Responsibilities:	Operational Budget, as delegated
Location:	Office based - primarily in Maidenhead
Working hours:	37 hours per week. There will be occasions where you will be required to work out of hours for events, projects and Commission activities, predominantly evenings, with days occasionally falling at the weekend. Time off in lieu may be granted for overtime worked.
Travel: <i>(when travel restrictions are lifted)</i>	Must be willing to travel within the UK and overseas, sometimes at short notice. Valid passport, full UK car driving licence required.
Right to work:	Must have the right to work in the UK



COMMONWEALTH
WAR GRAVES



COMMISSION BACKGROUND

The Commonwealth War Graves Commission honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Provide principal technical advice concerning Works Projects to Director and Operations Manager in support of the Area Business Plan and objectives. Inform the annual and 5-year Area Business Plan during its formulation.
- Formulate Works programme and complete the annual Area Works Project budget in collaboration with the Operations Manager.
- Work with Regional Managers to implement the Works programme in line with the Area Business Plan and Consultancy Services guidelines.
- Manage delegated budgets, prepare estimates and submit monthly/quarterly expenditure reports as required.
- Maintain accurate records of cemetery plans and technical data.
- Implement Health and Safety policies, promote safe use of machinery and vehicles to ensure safe working practices; record accidents, near misses and take appropriate action to effectively manage risk. Support the management of Area Health & Safety compliance.
- Manage the Area Headstone & Bronze plaque procurement and installation process.
- Plan and execute international travel as required; in order to carry out technical inspections, project management and condition surveys, to ensure the effective organisation and implementation of structural conservation works and property maintenance of the AAPA estate.
- Coordinate with Operations Manager, Regional Managers, Finance Manager and HR Manager in respect of key budget and staffing issues.
- Identify, order and procure supplies/materials required to execute Works projects.
- Manage maintenance and conservation of the AAPA structure and property estate.
- Support preparation and management of Area conservation management plans.
- Carry out selective audits of standards of structural conditions, practices and quality.

Job Functional Knowledge

- Requires in-depth experience within a Technical/Structural Works environment including business principals and practical experience at operational level

Business Expertise

- Requires an in-depth understanding of how their own function integrates with the other departments and how any changes or challenges may affect the area.

Leadership

- Responsible for providing clear leadership and guidance to an overseas works team and guidance for the managerial staff, to take forward the Area's Business Plan and Corporate Objectives.

Problem Solving

- Ability to think laterally, solve challenging problems and take ownership of issues

Nature of Impact

- Direct impact on the business through their technical management responsibility. Is able to impact and influence for planning of resources and contributes to end results.

Area of Impact

- Direct impact on own team and the various departments within the Area.

Interpersonal Skills

- Ability to influence and exchange ideas and information in a way that is understood to all levels (internally and externally); therefore, must be clear and concise.

PERSON SPECIFICATION

Education and Knowledge

Essential

- A recognised and relevant technical qualification (degree or equivalent).
- High computer literacy including AutoCad, Excel, Word, Outlook.

Desirable

- A qualification or proven training record in building surveying and/or architecture and conservation.
- A recognised H&S qualification at the level of IOSH Managing Safely standard.
- Thorough knowledge of organisational policies, surveying practices, and a conservation-based approach to management of the Commission's estate.

Experience

Essential

- Practical experience of direct project management (end to end – all phases).
- Managing tendering processes for £50k to 300k range projects.
- Change and performance management at operational level.
- Proven experience of working in a supervisory position.
Researching and compiling business case documents in support of project approval and bids for approved funding.

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Desirable

- Experience of travelling to remote locations including lone working.
- Experience of working in different cultures, with understanding of cultural and political sensitivities and operations in complex environments.

Skills and Abilities

- Ability to use knowledge effectively in taking forward the Commission's goals.
- Ability to provide clear and consistent direction and guidance to Works staff to meet objectives. Confident to make key technical decisions in support/in absence of Area Operations Manager.
- Ability to develop productive relationships to ensure effective and efficient execution of Works Operations and support operations, with effective communications when operating remotely.
- Ability to work with a high degree of motivation and autonomy, organising work to meet deadlines set by the Operations Manager or others.
- Ability to prioritise the allocation of resources, in order to successfully execute agreed work programmes.
- Use resources efficiently, effectively and economically. Cognisant of the need for a 'value for money' approach. Apply established procurement policy and purchase management practices.
- Willing to seek and accept increased responsibility.
- Sensitive to the need to work flexibly, and at times, beyond conditioned working hours in the region.
- Able to understand the demands of working in extreme climatic conditions and able to adapt working practices accordingly.
- Ability to deal fairly and effectively with performance issues. Establishing and monitoring standards and conduct, providing coaching and assistance to motivate staff to give their best.
- A committed team worker that recognises and celebrates the contributions made by others.
- Committed to professional development
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- 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.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: