


 COMMONWEALTH
 WAR GRAVES


DESCRIPTION OF POSITION	
SUMMARY OF INFORMATION	
Title of position:	Assistant Works Project Supervisor (C&SEA)
Department:	Estates
Contract type:	Permanent
Purpose of the position:	<p>The Assistant Works Project Supervisor assists the Project Supervisor & Works Manager in the management of projects: from feasibility phase to sign off.</p> <p>He/she ensures compliance with CWGC (heritage) policies and all aspects of building conservation law.</p> <p>He/she prepares conservation statements, permit requests and funding applications.</p> <p>The Assistant Supervisor helps to develop long term maintenance and conservation strategy.</p>
Level of position:	C
Reporting to:	Works Manager
Direct subordinates:	None
Other important contacts:	<ul style="list-style-type: none"> • Heritage supervisors and assistants • Operational Supervisors and managers. • Members of Works and Horticulture teams. • Professional Services Team. • Local/regional authorities, heritage organisations, cemetery directors, contractors, suppliers, engineers, architects and project managers.
Financial responsibilities:	N/A
Location:	Ieper Office
Work hours:	37-hour work week
Travel:	Willing to travel within and outside Europe and the UK, sometimes at short notice. Valid passport and driving licence are required
Right to work:	Entitled to work in Belgium



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ABOUT THE COMMISSION

We honour and care 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 and memorials at over 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.

MOST IMPORTANT RESPONSIBILITIES and LIABILITIES OF THE POSITION

General

- Assists in the preparation and coordination of conservation and maintenance projects as directed and according to the CWGC policies/guidelines. This includes developing project scopes and objectives, involving all relevant internal and external stakeholders and ensuring technical feasibility.
- Assists the project supervisor and/or Works Manager to ensure that all projects and maintenance works are delivered on-time, within scope and within budget.
- Ensures our work complies with all aspects of building and conservation/heritage law including the sourcing of all necessary authorisations and permits.
- Assists in the tender procedure for the selection and management of architects and contractors in accordance with CWGC financial and operational policies.
- Assists the (external) grant/subsidies administration process.
- Writes weekly/monthly projects reports and files all necessary info. Updates all project info on Finance, PMO and management reporting and offers guidance to project supervisors and Works Manager when and where required.
- Develops Conservation Management Plans
- Follows up the internal and external (environmental) permits
- Surveys CWGC's cemeteries and memorials to ensure structural maintenance standards are maintained, assessing and reporting on Key Performance Indicators for Works standards and ensuring operational structures, procedures and practices deliver value for money
- Contributes to Works department policy and strategy
- Can deputise in the absence of the Project Supervisor
- Ensures that CWGC's Health and Safety Policy is implemented and adhered to at all time.

Functional knowledge

- Good technical knowledge and/or experience from the construction sector and project management.
- Good knowledge of the conservation law in Belgium
- Basic knowledge of the public tendering process, e-tendering according CWGC procurement rules and the conservation law.

Leadership

- N/a

Solve problems

- General problem solving skills required for management of projects.
- Expected to detect possible problems for anticipation and propose solutions.

Nature of the impact

- Project work is closely connected with visitors and therefor projects have a direct link with the reputation of our organisation. Also, projects are sponsored with public money and that implies a public responsibility.

Area of responsibility

- The Assistant Works Project Cell Supervisor is part of the team and his/her job will influence the efficiency of the team.

Interpersonal skills

- Capable of building productive working relationships.
- Communicates efficient with the colleagues in Heritage department and Operational departments in particular, and with CWGC staff on every level in general.
- Flexible approach to changing work environment/situations and people.
- Capable of demonstrating good training techniques and able to pass on the knowledge onwards.

PERSONAL PROFILE

Education and knowledge

Essential

- Minimum a Bachelor in Building , Architecture, Conservation Management, Business management or Engineering or equivalent qualification/experience and ability to demonstrate experience/background in technical and/or restoration projects and architecture/engineering.
- Excellent knowledge of English and Dutch
- Knowledge of MS Office



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Experience

Desired

- First experience with project management is a plus
- First experience with restoration and/or technical projects is a plus

Skills

- Ability to communicate effectively, good listening skills.
- Ability to make decisions and take responsibility for actions.
- Organizational and time management skills.
- Commits to development.
- Alignment to and compliance with the Commission's values: RESPECT, EXCELLENCE, TEAM WORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT.
- Responsibility for the health and safety of himself/herself and others.

Your most important tasks are listed in this description of the position. You might occasionally be asked to execute tasks that do not come under your position title or most important tasks, if this is necessary in order to meet the needs of the Commission.
