


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title	Blacksmith (M/F)
Department	Works
Job Purpose	Restore, repair, renovate and fabricate metal structures (ferrous and non-ferrous), according to the standards of the Commission and the principles of heritage conservation, with a view to completing the maintenance cycles in cemeteries and memorials throughout WEA France.
Job Band	Band B
Reports to	Yard Foreman
Direct Reports	None
Other Key Contacts	<ul style="list-style-type: none"> • Line managers • Members of the staff • Visitors • Human Resources department
Financial Responsibilities	None
Location	WEA France
Travel	Ready to travel within the WEA France area. Valid driving 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

Generality

- Perform all types of work including restoration, repair, renovation and fabrication of ironwork elements according to a predefined schedule.
- Work according to an established schedule provided by the line manager.
- Report quantities of stocks of bolts and iron/bronze to the line manager (head of the yard), as well as all the consumables necessary for the operation of the workshop.
- Work according to the principles of conservation and heritage.
- Perform a range of shop-based tasks assigned by supervisor, may be required to travel to sites in order to measure, dismantle and reinstall ironwork items.
- Must be able to use the machines required for the job and keep them in good working order by performing routine maintenance.
- Be able to handle ironwork elements using machinery.
- Perform all repair and maintenance tasks on ironwork at the bases and at the Beaurains complex.
- Travel to cemeteries to measure, dismantle and reinstall ironwork.
- When replacing ironwork elements on-site, may be required to perform bricks or stone masonry work.
- Finalize the surface treatment of ironwork elements installed at sites.
- When cases of vandalism or damage are noted, inform the ATC Yard and the Administrative Department of the WEA France zone.
- Represent the Commission to workshop visitors, must be comfortable with public demonstrations and behave professionally.
- In general, must actively participate in all projects implemented by the Department and the Commission according to needs and the directives given.
- May need to work with outside mobile teams.
- Respects all Health and Safety rules and procedures when carrying out work.

Job functional knowledge

- Fully understands the Commission's Structural standards.
- Good knowledge on the maintenance of Structural machinery and equipment.
- Understanding of the Commission's policies and procedures.
- Understands the reporting mechanism for machinery and equipment failures and organizes maintenance or repairs.
- Ensure compliance with health and safety requirements.
- At a minimum, an Artistic Ironwork CAP or equivalent diploma (heritage oriented) and/or significant experience.

Business expertise

- Understands how the team integrates with others to achieve the objectives of the Area.
- Knowledge of the regular structural tasks and how they fit into the standards of our cemeteries and memorials in WEA France.
- Good working knowledge of basic skills relating to the structural maintenance of cemeteries and memorials.

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Leadership

- No supervisory responsibility other than self-management of own workload.

Problem solving

- Demonstrates judgement based on good practice and own experience.
- Follows existing procedures and experience to make decisions to overcome problems he/she faces, such as access to sites for interventions and transport of joinery.
- Ability to prioritize and adapt to exceptional circumstances.

Nature of impact

- Impacts on the standards of cemeteries and memorials in WEA France.

Area of impact

- Assists the Team Leader in the maintenance of structures in the area.
Responsible for his/her own work in a cemetery, with the ability to apply standards in the WEA France area.

Interpersonal skills

- Open and honest communication.
- Pragmatic and practical.
- Good listening skills feels comfortable communicating with different teams and team leaders

PERSON PROFILE

Education and Knowledge

Essential

- Has completed all official Works training courses / modules
- Valid Category B driving license
- CACES 3.
- Good knowledge of ferrous and non-ferrous metals and their uses.
- Knowledge of artistic metalwork techniques. Knowledge of artistic metalwork processing and painting techniques.
- Good knowledge of different types of welding, soldering and assembly.
- Knowledge of masonry.
- Turning and milling skills.
- Knowledge of bronze work.
- Excellent working knowledge of French.
- Good knowledge of forging for shaping and tempering.
- Knowledge of computers and MS Office and Internet software, or willingness to learn

Desirable

- Knowledge of Commission's structural manual techniques.
- Knowledge of Commission policies and procedures.
- Experience in the field of metalwork conservation.



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Experience

Essential

- Minimum of 5 years' experience at the Commission
- Significant experience in the provision of autonomous structural work.

Skills and Abilities

- Team spirit
- Dedication
- Reliability
- Good organizational and time management skills.
- Ability to communicate effectively in the local language(s).
- Ability to work in different locations.
- Service delivery acumen to meet the standards set by the CWGC.
- Works effectively and efficiently both alone and as part of a team.
- Willingness to develop professionally.
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT

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.
