


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Head Gardener in charge
Department:	Operations
Contract Type:	Permanent
Job Purpose:	<p>Responsible for the execution and co-ordination of horticultural maintenance in a pre-defined group of cemeteries and memorials supporting the Horticulture Supervisor in meeting the required standards for these sites.</p> <p>Primarily responsible, in close cooperation with the Horticulture Supervisor for the day-to-day control of the staff in the group, ensuring that they, as a team, maintain the cemeteries and memorials to the standards specified by the Commission as efficiently and economically as possible.</p>
Job Band:	Band C
Reports to:	Horticulture Supervisor
Direct Reports:	Gardening / Horticultural team within the group
Other Key Contacts:	<ul style="list-style-type: none"> • Day to day liaison with colleagues within Area • Horticulture manager • Establish and maintain contacts with local people and authorities. This will include those who may be helpful to the Commission, such as Mayors, Road and Highway Authorities, farmers and other neighbours • Provide direction and other information to Cemetery visitors/members of the public <p>Liaising with officials of all nations and represent the Commission at ceremonies and/or meetings when required</p>
Financial Responsibilities:	As delegated
Location:	WEA C
Working hours:	37 hours week, from Monday to Friday
Travel:	You may also travel within the Area to ensure additional projects are carried out.
Right to work:	Must have the right to work in Belgium



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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 and territories to preserving our extensive records and archives. Our values and aims, laid out in 1917, are as relevant now as they were over 100 years ago.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Organise, plan and control, in close cooperation with the Horticulture Supervisor, of the horticultural and caretaking work of the gardening staff in the group. Giving instructions to the staff of how the work should be carried out and supervising and teaching staff as required
- Ensure that maintenance is being carried out to the Commission's standards for the care of sites.
- Responsible for a range of administrative tasks that arise within the group: timesheets, health and safety recording and monitoring and other corporate reporting requirements and renovation plans; in addition to undertaking a full range of horticultural maintenance tasks, using a comprehensive range of horticultural machinery and equipment to ensure delivery of the required standards and the necessary craft skills.
- Day to day management of team members, including development and training, performance management and routine discipline.
- Support the Line Manager in ensuring that safe working practices and the Commissions Health & Safety policies and procedures are adhered to at all times by team members and set a good behavioural example. Follow correct procedure for accidents at work & near misses.
- Keep all horticultural machinery, irrigation systems, equipment installations, properties and vehicles in good running order, adhering to specified maintenance schedules and instructions.
- When required report any structural defects noted as well as any development in the surroundings of cemeteries and memorials.
- Report any vandalism or degradation to the appropriate authorities and inform the Supervisor.
- Undertake such other duties as are allocated by or on behalf of the Area Director.



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- When authorised to do so, organise the purchase of supplies and equipment, ensuring best value and within agreed specifications.

Job Functional Knowledge

- Understanding of the Commission's horticultural standards.
- Knowledge of the Commission's policies and procedures.
- Ensure compliance with Health and Safety requirements.

Business Expertise

- Understanding of how assigned duties relate with the others in the team and how the team integrates with others in accomplishing the objectives of the area.
- Knowledge of the regular gardening tasks and how they fit into the Commission standards of the cemeteries and memorials.

Leadership

- Assist the Horticulture Supervisor in the management of staff attendance by planning for annual leave and other types of absence, including reporting sickness absence to Area Office and conducting return to work interviews.
- Assess and report on the individual performance of direct reports. Report immediately to the Horticulture Supervisor on any member of the team whose work or behaviour gives cause for concern.
- Provide instruction and training to team members in accordance with the Commission's horticultural practices.
- Assist the Horticulture Supervisor in ensuring that team members follow correct procedure and regulations.
- Ensure that any new team members integrate well into the team and receives all necessary documentation and instruction, particularly in relation to Health & Safety.

Problem Solving

- Demonstrate judgements based on practice and previous experience.
- Able to assess the validity and applicability of previous or similar experiences and evaluate options under circumstances that are not covered by procedures.

Nature of Impact

- The job has a direct impact through their responsibility for the quality of the tasks performed.
- The tasks involved are closely related to the work of others and thus the quality and work produced will have an impact on the effectiveness of the team

Area of Impact

- The impact of the job is restricted to their own work team.
- The quality and timeliness of the work produced will reflect on the performance and effectiveness of the team.

Interpersonal Skills

- Effective communication and listening skills
- Decision making skills

PERSON SPECIFICATION

Education and Knowledge

Essential

- A relevant recognised horticulture qualification (Agro- en groenbeheer (TSO), Professionele bachelor Agro- en biotechnologie: groenmanagement, Natuur en groentechnische wetenschappen (TSO) , Planttechnische wetenschappen (TSO)) or relevant working experience in a supervisory position in horticulture.
- Willingness to learn Commissions Horticultural practices
- Good written and spoken knowledge of Dutch and English.
- Microsoft Office including Outlook and Excel
- Driving licence

Experience

Essential

- At least two years' work experience in team management in a horticultural environment, or at least 6 years' experience working in horticulture (with supervisory practice).

Skills and Abilities

- Manual craft and technical skills using a wide range of tools and equipment
- Managerial skills
- Takes responsibility for action
- Good organisational and time management skills
- Prioritises well and has the ability to adapt to exceptional circumstances
- Sense of service delivery
- Good resource management
- Committed to continuous 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

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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:

