

  
**COMMONWEALTH  
WAR GRAVES**  


<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Arborist
<b>Departement</b>	Horticulture
<b>Job Purpose :</b>	The post holder is part of a highly specialised team maintaining and felling trees throughout WEA France.
<b>Job Band:</b>	Band B
<b>Reports to:</b>	Head Arborist/Horticultural Supervisor
<b>Direct Reports:</b>	n/a
<b>Other Key Contacts:</b>	<ul style="list-style-type: none"> <li>• Internal managerial staff</li> <li>• Communal employees</li> <li>• Neighbours; farmers; landowners and conservationists.</li> <li>• Visitors and members of the public.</li> <li>• HR</li> </ul>
<b>Financial Responsibilities:</b>	None
<b>Location:</b>	WEA France
<b>Travel:</b>	The arboricultural team are based in Beaurains (main office) and need to be able to travel to and from all cemeteries within France.
<b>Right to work:</b>	WEA France

<b>COMMISSION BACKGROUND</b>
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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**

**General**

- Use all necessary equipment to work safely within the tree crown (harness, strops, ropes & climbing aids).
- Inspect his/her own climbing equipment on a weekly basis and record all information within their personal folders.
- Use a chainsaw in the tree crown.
- Use all specialized equipment on the ground: chainsaw, branch chipper, log splitter, stump grinder, friction controlled lowering devices, and all hand tools.  
Performs all tasks assigned by the Head Arborist/Hort supervisor.
- Perform all ground duties, assisting & guiding the climber.
- Perform aerial rescue.
- Complete chainsaw refresher training as necessary.
- Use a hydraulic platform where necessary.
- Be a competent first aider
- Have a keen eye regarding health & safety rules & recommendations.
- Maintain all equipment and machinery to the specified standards.
- In case of vandalism or any other kind of damage within the cemeteries inform Line Manager and or France Area Administrative Services immediately.
- Inform and give directions to visitors when required.
- Actively participate in various projects of the Department, of the Commission in general, according to operational needs and managers requests.
- Complete a site risk assessment before starting work.
- Can be required to move to a horticultural group if the need arises

**Job functional knowledge**

- Ability to work at height
- Ability to evaluate tree health
- Valid driving license. The post holder should be able to drive the team vehicle or be willing to pass the heavy goods driving license
- Expected to undertake any additional training that is deemed necessary
- Work with confidence and enthusiasm, be self-motivated, adaptable, proactive and be a team player.
- Expected to work away from Beaurains as and when necessary.
- Possess a National Certificate in arboriculture or equivalent.
- Ensure compliance with health and safety requirements.

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- Pragmatic and practical.

**Business expertise**

- Understands how the team integrates with others to achieve the objectives of the area.

**Leadership**

- N/A

**Problem solving**

- Solves problems.
- Is able to make certain decisions.
- Demonstrates judgment based on sound practices and own experience.
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**Nature of impact**

- Ensure compliance with safety standards using specialized equipment and ensure that personnel wear PPE (personal protective equipment and work clothing).
- Adopts a flexible approach to tasks and colleagues in a diverse work environment.
- Impacts on cemetery standards in the WEA France area.

**Area of impact**

- Develops and maintains good professional relations with Commission staff at all levels.

**Interpersonal skills**

- Open and honest communication, strong listening skills.
- Good team spirit
- Sense of service delivery
- Reliability and rigour
- Good communication

**PERSON PROFILE**

**Education and Knowledge**

**Essential**

- Excellent working knowledge of French.
- Knowledge of all Commission standards.
- Knowledge of the Commission's policies and procedures
- Successful completion of all horticultural modules and training for horticultural machines.

**Desirable**

- Knowledge of the computer tool and software of the MS Office and Internet Pack, or willingness to learn.
- Van with trailer permit: BE permit.
- Some knowledge of Risk assessments and relevant work instructions.
- Driving licence category C.
- Basic knowledge of English.

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**Experience**

**Essential**

- Significant experience in the provision of autonomous horticultural work.

**Skills and Abilities**

- Ability to communicate effectively, good listening skills.
- Ability to make decisions and take responsibility for actions.
- Organizational and time management skills and
- Committed to professional development
- An alignment and adherence to the Commission's Values
- Must be in excellent physical condition
- Completion of all horticultural modules
- Health and Safety responsibility for self and responsibility for others
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT

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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.*

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