


 COMMONWEALTH
 WAR GRAVES


FUNCTION DESCRIPTION	
SUMMARY INFORMATION	
Job title	Worker F/H
Department	Works
Purpose of the post	Carry out structural maintenance work under the supervision and control of the team leader in charge, in accordance with the Commission's standards on war graves, memorials and other related buildings and structures within France Area.
Job Band:	Band A
Report to	Professional Companion Level 2/ Works Team Leader
Direct Reports	No
Other key contacts	<ul style="list-style-type: none"> • Members of the Horticulture and Works teams. • Line managers, supervisors and managers. • Cemetery neighbours, farmers, landowners and environmentalists • Visitors and the public
Financial responsibilities	N/A
Location	France Area
Travel	Daily travel within the cemeteries
Right to work	France Area

INFORMATION ABOUT THE COMMISSION

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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RESPONSIBILITIES AND MAIN DUTIES

General

- Carry out all maintenance tasks in accordance with the Commission's standards, such as stone cutting, setting and alignment of headstones, engraving (in situ) and masonry work, under the constant supervision of the team leader in charge.
- Acquire a good working knowledge of all the Commission's apparatus and equipment and the skills needed to carry out maintenance and minor repairs.
- Implement the Commission's specialised maintenance tasks according to the instructions of the team leader in charge and the CWGC values.
- Carry out tasks with respect and conduct themselves appropriately.
- Acquire knowledge of the Commission's health and safety procedures and apply them in their work.
- Be able to follow and execute the advice and instructions of the team leader accurately.
- Use the protective equipment provided or PPE (personal protective equipment and Commission work clothes).
- The position is evolving and is part of the CDP pathway.

Job functional knowledge

- Able to learn the specific processes, procedures and systems to be operated, and implement them to carry out the expected tasks (understanding of the Commission's policies and standards, compliance with the Health and Safety rules, machinery maintenance rules, etc.).
- Can be acquired through training and long-term experience in the job (Works Career Development Programme).

Business expertise

- Understands how the team integrates with others to achieve the area's objectives.
- Ability to learn the basic structural tasks.

Leadership

- No supervisory responsibility.

Problem solving

- Bases judgement on current practice and experience, using common sense.

Nature of impact

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- Its work is based on standardised procedures and practices, and its influence is related to the quality of the tasks executed.

Area of impact

- The influence of the job is primarily restricted to the activities of its own team. The quality of the work produced reflects on the performance and effectiveness of the team as a whole.

Interpersonal skills

- Pragmatic and flexible
- Team spirit
- Sense of service
- Reliable
- Requires clear verbal communication skills and common courtesy, to be able to communicate with different teams and team leaders.

FUNCTION PROFILE

Education and Knowledge

Essential

- Valid B driving licence required

Desirable

- Diploma and/or experience in stonemasonry and/or masonry / first specialisation in the job
- Computer-literate with knowledge of MS Office pack and Internet, or willingness to learn.

Experience

Essential

- A first experience in masonry/stone cutting would be a plus but beginners are welcome.

Skills and abilities

- Willingness to engage in training and professional development.
- Responsibility for the health and safety of self and others.
- An alignment with and adherence to the Commission's values: **CARE** → COMMITMENT, AMBITION, RESPECT and EXCELLENCE.
- Ability to work as a team by establishing and maintaining good working relationships with all Commission staff, regardless of rank.
- Flexible approach to work and colleagues in a varied and changing work environment.

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- Is self-motivated and able to progress through the various professional grades based on practical skills and experience gained.

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.
