

JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Assistant Horticultural Supervisor
Department:	Operations
Contract Type:	Temporary
Job Purpose:	Supports and assists the Horticultural Manager (HM) with the execution and co-ordination of horticultural maintenance and renovation work within the region. The post will assist with general administration, planning, the implementation of organisational policy, obtaining external permits and funding, long term management plans and the development of sustainably/ecological working practices.
Job Band:	
Reports to:	Horticulture Manager
Direct Reports:	0
Other Key Contacts:	<ul style="list-style-type: none"> • All staff in the WEA C area • Head office - Horticultural department • External specialists
Financial Responsibilities:	No
Location:	Office based - primarily in Ieper
Working hours:	37 hours per week.
Travel: <i>(when travel restrictions are lifted)</i>	Must be willing to travel within Europe and overseas, sometimes at short notice. Valid passport, car driving licence and ability to drive in Europe required
Right to work:	Must have the right to work in Belgium

COMMISSION BACKGROUND

The Commonwealth War Graves Commission honours and cares 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 at 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.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Assists the HM to manage and deliver the Commissions standards of horticulture in the WEA C region
- Attends horticulture group meetings to integrate the issues and key messages being conveyed. Assists the HM in the preparation of financial estimates
- Assists with the implementation of the Area Management Plan, including horticultural projects and maintains accurate records of cemetery technical data and plans
- Assists with the development of long-term horticultural management plans
- Follows Commission H&S policies and the Global Standards and support and check cemeteries and premises when directed to do so by HM
- Assists the HM in the training and development needs of staff to contribute to the Area's training programme and succession plan
- Collects data, writes and compiles reports on horticultural activities such as Routine Work Maintenance (RWM), Isolated Graves (ECM's), Tree Risk Assessment, Training, Performance Quality Management System (PQMS), Grave Marker Installation, Machinery and Materials Team demands.
- Assists in the preparation, coordination and completion of projects and tests as directed.
- Where delegated, inspects the sites and ongoing projects to ensure CWGC horticultural standards are met
- As required assists the HM with the application for permits/funding with local heritage organisations and local governments.
- Monitors the work of contractors and reports progress to the Horticultural Manager
- Carries out action plans as directed by the HM
- Orders and purchases supplies as directed by HM
- Collects and analyses information, making evidence-based recommendations for improvement.
- Learns about effective problem solving, how to maintain our cemeteries and about the conservation of a heritage estate and where the challenges lie for us in relation to local legislation.
- To become fully conversant with all aspects of the Commissions Horticultural policies, processes and procedures including manual training, irrigation systems and management of chemical use (including alternative solutions).
- Any action required by the Area Director/Manager adequate to the job role
- Represents the CWGC with local authorities when delegated by the HM



Project Responsibilities

- Renovation and special projects in cemeteries within the region of responsibility
- Projects delegated to contractors or specific projects as tasked by HM
- Assists with the preparation of sites for events as directed by HM

Job Functional Knowledge

- Technical knowledge gained through a professional qualification or specific bachelor or master degree, in one or more relevant disciplines and/or demonstrable experience

Business Expertise

- Knowledge will be gained in the field about the Hort team and its work throughout the area

Leadership

- No direct reports

Problem Solving

- Analyses complex data accurately, using a methodical approach and recommend solutions

Nature of Impact

- Liaises with supervisors and team leaders in the area to collect data and report findings
- Works closely with all employees in the area
- Contributes to the development of an integrated, informed, competent and efficient team
- Has a limited but direct and measurable impact on the team and the organisation of the area

Area of Impact

- Contributes to the horticulture department in terms of policy and strategy

Interpersonal Skills

- Excellent communication skills, both written and oral.

PERSON SPECIFICATION

Education and Knowledge

Essential

- Bachelor's or Master's degree in horticulture, conservation, landscape architecture, agriculture and/or equivalent technical experience in horticulture or landscape design.
- Good knowledge of Microsoft software packages: Excel, PowerPoint and Word
- Good written and verbal knowledge of Dutch and English



Desirable

Knowledge of Health and Safety best practices

Experience

- No previous experience required.

Skills and Abilities

- Effective in administration, planning, developing, contributing to and implementing projects
- Completes tasks and conveys information clearly and concisely in a timely manner both verbally and in writing
- Demonstrates discretion and confidentiality
- Excellent organisation and time management skills
- Excellent communication skills
- Professional, confident and 'can do' attitude
- Can juggle their workload and keep calm under pressure
- Flexible attitude to undertaking tasks and covering other team members
- Is able to liaise effectively with a range of other professionals to establish productive working relationships
- Takes responsibility for resolving problems and issues
- Pursues personal development of the skills and knowledge necessary for the effective performance of the role
- A reliable, resilient and flexible approach to changing environment/work situations and people
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and others

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: