

  
**COMMONWEALTH  
WAR GRAVES**  


<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Gardener
<b>Department:</b>	Horticulture
<b>Contract Type:</b>	Permanent
<b>Job Purpose:</b>	Supporting the Head Gardener (HG) in the execution and co-ordination of horticultural maintenance and renovation work to the Commission's standards of excellence, in accordance with the Horticultural Manual.
<b>Job Band:</b>	A
<b>Reports to:</b>	Head Gardener Karachi War Cemetery
<b>Direct Reports:</b>	None
<b>Other Key Contacts:</b>	<ul style="list-style-type: none"> <li>• Regional, Sector and Cemetery Manager</li> <li>• Colleagues in own team</li> <li>• Contract Security Staff</li> <li>• Provide direction and other information to Cemetery visitors/members of the public</li> </ul>
<b>Financial Responsibilities:</b>	None
<b>Location:</b>	Karachi War Cemetery
<b>Working hours:</b>	<p>Normal working hours are 44 per week over 5.5 days:</p> <p>Monday to Thursday 08:00 to 17:00 with a 1 hour break daily            Friday 08:00 to 12:00 with no break            Saturday 08:00 to 17:00 with 1 hour break</p> <p>There will be occasions where you will be required to work out of hours to perform duties predominantly evenings and/or weekends. Time off in lieu will be granted for overtime worked.</p>
<b>Travel:</b> <i>(when travel restrictions are lifted)</i>	None
<b>Right to work:</b>	Must have the right to work in the Pakistan



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## 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

- Carry out manual horticultural maintenance, renovation work and caretaking duties; undertaking tasks such as mowing, edging, weeding, pruning, pesticide application and planting, in accordance with training and Horticultural modules.
- Maintenance of mechanical equipment including, but not limited to, general servicing, cleaning oil/filter change and minor repairs.
- Report to Line Management any structural defects noted, any development in the surroundings or environment of cemeteries and memorials which are observed during maintenance duties.

### Risk Management

- Fully engage with and ensure all the Commission's safety procedures and safe working practices are observed, and that all safety instructions are followed at all times.

### Team Performance

- If required, stand in for the HG in their absence, taking charge of staff, equipment, vehicles and resources; deploying these in the most efficient and economical manner possible.

### Job Functional Knowledge

- An experienced gardener with the ability, after some formal training, to perform generally routine and manual tasks effectively.

### Business Expertise

- Ability to understand how tasks relate to the work of other gardeners within the cemetery.
- Ability to understand the global nature of the Commission's work, its history, and guiding principles.

### Leadership

- No direct supervisory responsibility

### Problem Solving

- Demonstrates a basic level of capability in completing routine tasks; applying sound judgement to address any simple problems that may arise.

Nature of Impact

- Supports the Head Gardener by performing a range of renovation and general maintenance tasks in Karachi War Cemeteries.

Area of Impact

- Own team

Interpersonal Skills

- Demonstrates clear verbal communication skills and common courtesy when interacting with fellow colleagues and visitors

**PERSON SPECIFICATION**

Education and Knowledge and Experience

- High level of literacy in their first language.
- Passed or ability to learn the Commission's Horticultural Modules.

Skills and Abilities

- Manual skills
- A good general level of physical fitness.
- Effective communication and listening skills.
- Decision making skills, within required limits.
- Takes responsibility for action.
- Good organisational and time management skills.
- Sense of service delivery.
- Committed to 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.*

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**Signatures**

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: