


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Supervisor Works (Project Cell)
Department:	Works
Job Purpose:	To manage the allocated technical projects and to deliver them within the Commission's standards, to the WEA (France) Works programme, and to cost. To ensure we comply with all aspects of building conservation law including the sourcing of all necessary authorisations and permits.
Job Band:	D1
Reports to:	Works manager
Direct Reports:	Works personnel – (From none as delegated by the Technical Manager Works)
Other Key Contacts:	<ul style="list-style-type: none"> • All WEA (France) staff on every level. • Local and regional authorities, heritage organisations, cemetery directors, suppliers and architects. • Internal and external communications department.
Financial Responsibilities:	To monitor and manage budgets and projects as delegated by the Technical Manager Works.
Location:	WEA France
Travel:	Must be willing to travel and work on regular occasions away from the office sometimes at short notice. Valid passport and category B driver's licence required.
Right to Work	WEA France

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 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 OF THE ROLE

General

- Supervision of Works personnel and contractors to ensure they deliver work as directed by Works management. Ensures that the work is carried out safely, to Commission's standard, within agreed timescale.
- Handles of procurement and tender process according CWGC standards and the conservation law.
- Where responsible, inspects cemeteries, memorials and associated buildings and when requested, prepare Technical Inspection Reports according to the standard of Works department.
- Prepares, coordination and completion of conservation and technical projects as directed and according to the CWGC project management tools.
- Writing and compiling technical specification according local legislation.
- Ensures that Commission's Health and Safety Policy is implemented and adhered to at all time.
- Provides professional advice to the Area Management on issues connected with the Works program and operations.
- Contributes to Works department in terms of policy and strategy.
- Where tasked by the Technical Manager, compilation and maintenance of management information for Corporate and Area management use.
- Where tasked by the Technical Manager (Works), management and development of Works Program.
- Writing weekly/monthly projects reports and filing all necessary info.

Job functional knowledge

- Knowledge of Commission policies and procedures.
- Ensure compliance with health and safety requirements.
- Pragmatic and practical.
- Understanding of the Commission's challenges and ability to organize work accordingly to achieve the objectives set.

Business expertise

- The Works Supervisor is a member of the multidisciplinary workforce of the Works team working closely with all team members of all branches and contributes in developing an integrated multi-skilled team.
- Actively participates in various projects of the Works Department and the Commission in general, according to operational needs and requests from the Directorate.
- Assures the quality and timeliness of the survey programme to ensure the delivery of the Commission's structural maintenance programme within all WEA countries is delivered by Works Teams to time, quality and cost.
- Expected to use professional expertise to advise on any changes in processes and work procedures to improve the operational output of the works department.

Leadership

- Contributes by providing technical/professional expert advice as required to teams working on projects or other works.

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Problem solving

- Is able to make final decisions.
- Demonstrates judgment based on sound practices and own experience.

Nature of impact

- Has an essential impact on the organisation and on the decisions taken by the Works Department by submitting recommendations and advice.

Area of impact

- Cooperates with the other Works Supervisor of the WEA France area and the Horticultural Department.
- Developing and maintaining good professional relations with Commission staff at all levels.

Interpersonal skills

- Exchange ideas and information in an effective, concise and logical manner.
- Ability to communicate with a diverse audience.

PERSON PROFILE

Education and Knowledge

Essential

- HND in building sector with experience.
- A strong interest in and knowledge of historic architecture, building methods and techniques with an eye for design, the ability to sketch designs and plans and an understanding of technical drawings.
- Knowledge of technical specifications and confidence in working with measurements and budget calculations.
- Knowledge of relevant buildings legislation relating to buildings and conservation.
- Good level of proficiency in Microsoft packages: Excel, Word and PowerPoint is a must, ideally MS Project.
- Excellent command of English language and good working knowledge of at least one of the WEA languages (French, English) or willingness to learn.
- Driving Licence B. valid.

Experience Essential

- Experience in Project Management.
- Conservation Management or Engineering or equivalent experience and ability to demonstrate thorough experience/background in conservation law, technical projects and architecture/engineering or equal due to experience.

Skills and Abilities

- Administrative and organisational skills with a methodical approach to work.
- Excellent communication skills, both written and oral, and the ability to liaise effectively with a range of other professionals and building productive working relationships.
- Ability to make decisions and take responsibility for actions.
- Excellent analytical skills.



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- A reliable, resilient and flexible approach based on the environment/work situations and people.
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Willingness to commit to professional training and development.
- 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.
