



JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Works Projects Supervisor WEA Central (WEA-C)
Department:	Works department
Contract Type:	Permanent
Job Purpose:	<p>To prepare, specify, tender, plan, manage and coordinate the allocated projects. Responsible for the financial follow up of these projects and to ensure compliance with CWGC policies and all aspects of building conservation law including the sourcing of all necessary authorisations and permits.</p> <p>To conduct and/or assist with surveying, project work and conservation activities.</p>
Job Band:	D (Band 3M – Grade 10)
Reports to:	Works Manager
Direct Reports:	As allocated
Other Key Contacts:	<ul style="list-style-type: none">• Co-operation with Area and Head Office.• Local/regional authorities, heritage organisations, cemetery directors, contractors, suppliers, engineers, architects and other projectmanagers.
Financial Responsibilities:	To monitor and manage budgets as delegated by the Works Manager
Location:	Office based - primarily based in Ieper, Belgium
Working hours:	Normal office hours are 37 hours per week following Belgian law and labour agreements
Travel:	Must be willing to travel within Europe and overseas, sometimes at short notice. Valid passport required
Right to work:	Must have the right to work in Belgium

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 and territories 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.



KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Prepares, coordinates and completes conservation and technical projects as directed and according to the CWGC policies/guidelines.
- Develops project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Writes and compiles technical specifications according CWGC standards/policies and makes detailed cost estimations per project.
- Prepares, reviews and launches public tenders according CWGC policies and conservation law.
- Obtains permits and licences from appropriate authorities.
- Determines needed resources/costs (manpower, equipment and materials) from start to finish with attention to budgetary limitations.
- Ensures that all projects are delivered on-time, within scope and within budget. Plans all construction operations and schedules intermediate phases to ensure deadlines will be met, evaluates progress and prepares detailed reports.
- Coordinates internal resources and third parties for the flawless execution of projects, where needed, acquires equipment and material and monitors stocks.
- Hires contractors and allocates responsibilities according CWGC policies.
- Performs risk management to minimise project risks.
- Ensures adherence to all health and safety standards and reports issues.
- Contributes to the management of the estate management plan.
- Tenders, selects and manages architects in accordance with CWGC financial and operational policies.
- Supervises Works personnel and contractors to ensure they deliver work as directed by Works management. Ensures that the work is carried out and planned safely to Commission's standard, within agreed timescale.
- Where responsible, inspects cemeteries, memorials and associated buildings and when requested, prepares conditional surveys according to the standard of Works Structural Manual.
- Monitors delegated projects.
- Provides accurate project reports and updates.
- Monitors and manages expenditure within a delegated budget.

Job Functional Knowledge

- Practical knowledge of Architecture, Conservation Management, Business management or Engineering gained through experience.
- Understands procedures and concepts of own discipline and basic understanding of other concepts and procedures and how they sit within the business unit as a whole and how they relate to own discipline.

Business Expertise

- Contributes to Works department policy and strategy.
- Contributes to financial estimate submissions, management plans and financial control information.



Leadership

- Able to manage teams in line with CWGC's values and standards.
- Prepares and compiles the annual performance appraisals, reviews the personal development plans and conducts return to work interviews when required.

Problem Solving

- Attention to detail in making evaluative judgements based on the analysis of factual information.
- Resolve problems by identifying and selecting solutions through the application of acquired technical experience, guided by precedents.

Nature of Impact

- Carries out compilation and maintenance of management information for Corporate and Area management use.

Area of Impact

- Provides professional advice to the Area Management with regard to the Works programme and operations.
- Able to work within a multidisciplinary workforce, together with other Departments, to meet all Commission's standards.

Interpersonal Skills

- Exchange ideas and information effectively in a concise and logical way and be sensitive to audience diversity.

PERSON SPECIFICATION

Education and Knowledge

Essential

- Bachelor in Building sector or master degree in Architecture or Engineering (or equivalent qualification/experience).
- Good command of English language
- Driving Licence B

Desirable

- Working knowledge of Dutch and German or willingness to learn
- Knowledge of regional cultures and protocols.
- Licence C is an advantage.



Experience

Essential

- Demonstrable experience/background in operational planning, technical projects and architecture/engineering
- Sound and thorough technical knowledge and experience within the construction sector.
- Familiarity with quality and health and safety standards and construction/project management software.
- Project management skills
- Knowledge of technical specifications

Desirable

- Knowledge and/or experience in conservation.
- A team player with leadership abilities, experience in people management is an advantage.

Skills and Abilities

- Prepared to travel and work across Europe.
- Administrative and organisational skills with a methodical approach to work.
- IT literate with good knowledge of Microsoft Office applications and Autocad
- Personal effectiveness e.g. in planning, developing, contributing to and delivering projects.
- Good analytical skills, accuracy and attention to detail.
- Is reliable, resilient and has a flexible approach to changing work environment/situations and people.
- Committed to professional development
- Health and Safety responsibility for self and, where line management responsibility, responsibility for others
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT

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.
