


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Operation Cell leader
Department:	Works
Job Purpose:	<p>To lead and manage the operation cell on all aspects: team and maintenance programme.</p> <p>To ensure that the FA maintenance programme is planned, prepared, managed and delivered within the Commission's standards, to timescale and to cost.</p> <p>To manage the allocated workforce, to ensure efficiency and continuous professional development of staff</p> <p>To help develop our long-term maintenance and conservation strategy.</p>
Job Band:	D
Reports to:	Works manager
Direct Reports:	Works (supervisors/assistant supervisor) operation cell Works personnel – (From none as delegated by works Manager)
Other Key Contacts:	<ul style="list-style-type: none"> • All FA staff on every level. • Projects leader from CWGC (other area's) • Local and regional authorities, suppliers and architects. • External companies • Internal and external communications department.
Financial Responsibilities:	To monitor and manage workforce and budgets of FA projects as delegated by works Manager.
Location:	France Area
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	France Area

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.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Drives and manages operation cell daily (team and maintenance programme).
- Coordinates and follows all the agreed actions to ensure the proper running of the operation cell.
- Ensures the link and the efficient communication with other cells particularly in works department and with CWGC staff on every level in general.
- Ensures the good completion and delivery of all the objectives set for the operation cell.
- Responsible for the performance of operation cell team. Ensures the follow up of progress of each team member and set up tools for his development when needed.
- Supervision of operation cell team and Works personnel to ensure they deliver work according maintenance programme and as directed by CWGC policies and guidelines.
- Responsible for maintenance programme, ensures work is carried out safety, according Commission's standard, project management tools and within agreed timescale and allocated budget.
- Ensures the use and the good follow up of agreed works processes by operation cell team and suggests improvements if needed.
- Ensures regular reporting to works manager regarding all tasks and objectives allocated to the operation cell. Writing weekly/monthly reports and filing all necessary info.
- Determines needed resources/costs (manpower, equipment and materials) from start to finish with attention to budgetary limitations, CWGC standards, timescales, and health and safety rules.
- Ensures that all tasks in maintenance programme are signed-off and 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.
- Assists in managing staff, including setting and monitoring performance objectives, completing regular reviews and conducting performance appraisal interviews.
- Where tasked by works manager, hires contractors and allocates responsibilities according CWGC policies
- Writing and compiling technical specification according CWGC policies and 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 Works Manager, compilation and maintenance of management information for Corporate and Area management use.
- Where responsible, inspects cemeteries, memorials and associated buildings and when requested, prepare Technical Inspection Reports according to the standard of Works department.



Job functional knowledge

- Staff leadership and development.
- Project management.
- Flexible approach to changing work environment/situations and people.
- Knowledge of Commission policies and procedures.
- Qualification or professional knowledge of conservation rules, public tenders and supervising of technical projects.
- 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 -project cell leader is a member of the multidisciplinary workforce of the Works team working closely with other cell leaders and 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 operation programme to ensure the delivery of the Commission's structural maintenance programme within FA 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

- Communicates honestly and efficiently with the teams.
- Shows professional credibility and acts with integrity.
- Ability to motivate the teams based on their strength and improving their weaknesses.
- Embodies CWGC values and ensures that the teams embrace them.
- Promotes and enhance autonomy of team members.
- Ability to have courage conversations.
- Contributes by providing technical/professional expert advice as required to teams working on projects or other works.

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 cell leaders of the 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.
- Ability to lead teams.
- Ability to federate so that the decisions agreed with the hierarchy are followed and integrated by team members.

PERSON PROFILE

Education and Knowledge

Essential

- Master's degree or minimum 10 years experience in building sector.
- 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.
- Command of technical specifications and confidence in working with measurements and budget calculations.
- Command 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.
- Command of English language is a real strength. Ability to learn.
- Driving Licence B. valid.

Experience Essential

- Experience in Project Management.
- Experience in leadership and management of staff.
- 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.
- A reliable, resilient and flexible approach based on the environment/work situations and people.
- An alignment and adherence to the Commission's Values: **CARE** → **COMMITMENT**, **AMBITION**, **RESPECT** and **EXCELLENCE**.
- 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.
