

  
**COMMONWEALTH  
WAR GRAVES**  


<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Hort Project and subsidies supervisor
<b>Department:</b>	Operations
<b>Contract Type:</b>	Permanent
<b>Job Purpose:</b>	<p>The Hort Project and subsidies supervisor is responsible for the elaboration, planning and execution of projects on conservation, biodiversity and or maintenance. You are directly responsible for the preparation (conservation statements and landscape management plans) and the execution of projects in WEA C. you also actively look for funding and are responsible for all hort grant/subsidies applications.</p> <p>Responsible for ensuring Commission standards of horticulture at the cemeteries and memorials within your region/sector and securing value for money in achieving those standards.</p> <p>Building relationships where this may be of use in facilitating the work of the Commission.</p>
<b>Job Band:</b>	D1
<b>Reports to:</b>	Horticultural manager
<b>Direct Reports:</b>	Direct line management for Senior Head Gardeners, tree and support team
<b>Other Key Contacts:</b>	<ul style="list-style-type: none"> <li>• Area Management team (Director, Deputy Director, HR Manager, Finance Manager, Hort manager, Works Manager, Operations Supervisors and Country Supervisors)</li> <li>• Director of Horticulture and the Estates team</li> <li>• Health and Safety Adviser</li> <li>• Colleagues within Area, across other Areas and Head Office (HO).</li> <li>• HO officials and visiting dignitaries, war veterans and relatives.</li> <li>• Local authorities, heritage and landscape organisations, contractors and consultants.</li> </ul>
<b>Financial Responsibilities:</b>	As delegated
<b>Location:</b>	Ypres office, Belgium
<b>Working hours:</b>	<p>37 hours per week.</p> <p>Occasionally work out of hours, to perform duties predominantly evenings and/or weekends, is required.</p>

  
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<b>Travel:</b>	Regular travel within the Area and the UK. Driving licence is required.
<b>Right to work:</b>	Must have the right to work in the EU

**COMMISSION BACKGROUND**

We honour and care 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 and memorials at over 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

- Preparation (surveys/costing/...) and realisation of historical landscape projects (conservation/biodiversity) in close cooperation with the Hort manager and external organisations such as Flemish heritage and Regional Landscape.
- Responsible for the set up and completion of the project 'erfgoed en biodiversiteit' (biodiversity on the frontline)
- Develop in close cooperation with other team members conservation/landscape management plans
- Actively search for subsidies related to horticultural projects (Interreg, Leader, natuur en bos,...)
- Apply for environmental permits and subsidies/grants
- Closely follow up of the subsidy dossiers
- Setup of a biodiversity monitoring project and advise your colleagues on how to increase biodiversity on our sites.
- Maintain the Commission's Horticultural standards within the region.
- Identify and execute regular inspection visits to the Commission's cemeteries and memorials to ensure appropriate standards of Management and Horticulture are maintained, assessing and reporting on Key Performance Indicators for horticultural standards and ensuring operational structures, procedures and practices deliver value for money.
- Share technical expertise and information with the whole Area and Estates Department
- Implements the Horticultural projects in line with the Area Management Plan.
- Establish, negotiate, specify and administer maintenance agreements with contractors to ensure maintenance of Commission cemeteries and memorials.
- Manage the horticultural maintenance programme and contractual maintenance agreements in accordance with operational control.
- Collate and provide information as required of the Area Health & Safety Action Plan.
- Coordinates and reports on renovation work within the Sector, identifying the need to Renovation and Tree Teams



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- Liaises with colleagues to ensure that renovation and tree work within the Sector is managed
- Provides technical advice to the staff within Sector
- Estimates Agency Service Activity, as required and reports on activity annually
- Ensures that Groups are supplied with stores, machinery and plant material and that the Sector's needs are included in annual estimates to evaluate new products and procedures
- Liaises with the Works department and Sector HG's to co-ordinate structural and horticultural maintenance programmes

### Project responsibilities

- Ensure the Commission is recognised and represented in the preparation of ceremonial events within Area (for example 1939-45 anniversaries).
- Build and maintain a sustainable partnership between Flemish Heritage, provinces, municipalities and other relevant regional actors for consultation and cooperation so that the objectives can be optimally achieved.

### Financial and risk management

- Manage and monitor the delegated budget, preparing estimates, submitting monthly/quarterly expenditure reports in accordance with corporate objectives to ensure horticultural works programmes.
- Manage and monitor subsidy dossiers
- Implement Health and Safety Policies, promote the safe use of horticultural machinery and vehicles and ensuring safe working practices; recording accidents, near misses and taking appropriate action to effectively manage risk.

### Job Functional Knowledge

- a degree in landscape or garden architecture or have an equivalent technical knowledge gained through a professional qualification or specific university degree, in one or more relevant disciplines and demonstrable workplace experience
- design and visualize a layout plan and are familiar with common
- drawing programs (e.g. SketchUp, GIS and AutoCAD).
- social and communicative skills. You easily make contact with owners and can inform and enthuse them
- strong organisational skills and can supervise design work.

### Business Expertise

- Understanding of own department and how it interacts with other departments in the Area.

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### Leadership

- Manage the performance, development and standards of behaviour for the direct reports and oversees the performance management of the wider regional team through delegation. Identifies training needs for the whole staff compliment and highlights any skills gaps.
- Formulate and manage the training requirements for the region, with the assistance of Works Manager (for Works staff) and by liaising with Deputy Director and HR Manager.
- Deliver training in order to maintain and improve the staff skills base. Conducts regular team meetings to update staff on all aspects of operations.
- Promotes the values and culture of the Commonwealth War Graves Commission and provides direction and support to front line staff in the achievement of Area and Corporate goals and objectives acting as role model in achieving high standards and value for money operations.

### Problem Solving

- Able to work with a high degree of autonomy organising their work

### Nature of Impact

- The job holder has an impact by influencing decisions through advice, counsel or facilitating services to others in area of specialisation.

### Area of Impact

- The impact of the job is on a work area such that the work and performance of all teams within the area will be directly affected by the performance of the job, which will eventually impact the overall performance and effectiveness of the organisation sub-function.

### Interpersonal Skills

- Well-developed communication skills and an ability to inform and influence at all levels.
- Communication - Foster and develop productive relationships with staff, local officials, outside agencies and dignitaries at all levels to ensure the smooth running of the region. Has good oral and written skills.
- Planning and Organisational Skills - Able to prioritise the allocation of resources in order to successfully execute agreed work programmes. Is sensitive to the need to work flexibly, and at times, beyond conditioned working hours in the region. Uses the resources wisely and economically.

<b>PERSON SPECIFICATION</b>
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### Education and Knowledge

#### Essential

- A bachelor or master degree or equivalent (Master tuin- en landschapsarchitectuur, Master of science in de biowetenschappen: tuinbouwkunde, bachelor groenmanagement) or relevant experience working in a supervisory management position in amenity horticulture.
- Evidence of post qualification continued professional development and membership of relevant professional bodies
- Specialist in biodiversity

- Experience with applications for subsidies related to hort projects
- Experience with conservation/landscape management plans

#### Desirable

- Pesticide related qualification.
- Health and Safety qualification

#### Experience

##### Essential

- Practical experience of project-, change- and performance management at operational level.
- Significant practical experience of managing multi-site high-quality amenity horticulture, including management of direct reports and contractors.
- Working with key stakeholders in an engaging and collaborative manner.

#### Desirable

- Operational experience at Project Management level.
- Experience of working in different cultures, with an understanding of cultural and political sensitivities.
- Experience of implementing IPM & IWM (Integrated weed and pest management) and in the sustainable use of pesticides

#### Skills and Abilities

- Management Skills - Monitor standards and conduct, provide coaching and assistance when required to motivate staff to give their best. Promote talent and staff development whilst dealing effectively with poor performance. A good team worker who recognises the contributions made by others.
- Good command of written and spoken Dutch and English. Also, German and French is desirable or a commitment to achieve a good working knowledge.
- Service Delivery - Has good administrative, numerical and promulgates sound H&S practices, providing the service required by the general public and Head Office Departments.
- Strong IT skills – intermediate level knowledge of the Microsoft suite of products in particular.
- Committed to continuous 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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