


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Head of Recovery Unit, Western Europe Area (France)
Department:	Information and Communications
Contract Type:	Permanent
Job Purpose:	Management of the Recovery Unit
Job Band:	E1
Reports to:	Director of Information and Communications_ Functional link : Area Director Western Europe Area (France)
Direct Reports:	Manages team members as required.
Other Key Contacts:	<ul style="list-style-type: none"> • Directors and Senior Management • Commemorations team • Colleagues within Area and the wider Commission • Member Government representatives • Host Country contacts at local, regional and national. • Other locally based external relations stakeholders
Financial Responsibilities:	Devolved Area Exhumations Budget of around 10k
Location:	Office based - primarily based in France
Working hours:	Normal Office hours are 35 hours per week annualized. There may be occasions where you will be required to work additional hours
Travel:	Must be willing to travel within Europe and overseas, sometimes at short notice. Valid passport and full car driving licence required
Right to work:	Must have the right to work in Europe
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.

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KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Leads on guidance and policy for the recovery of remains
- Manages the recovery of remains
- Cleans, dries, documents and photographs the remains and their artefacts
- Completes a biological profiling of the remains using accurate methods to estimate sex, age, stature, biogeographical origin, pathologies, traumas as well any element allowing for individual identification, such as dental care or previous surgery
- Writes the anthropological report in conjunction with the Commemorations team
- Provides an additional anthropological assessment for old cases as requested
- Assists in the process for reburials.
- Identifies and monitors space for reburials in cemeteries.
- Builds strong relationships with local authorities, archaeologists and member governments.
- Leads liaison between CWGC and French and Belgium archaeological authorities
- Builds relationships with the local, regional and project authorities for all projects where World War remains are likely to be found in France and in particular both the Lens and the Canal Seine-Nord projects and to champion the CWGC's remit for the recovery of remains
- Collaborates with local and international peers to generate and share knowledge
- Attends and delivers talks at external conferences about the CWGC and the recovery of remains and gives talks internally to visitors within the CWGC Experience during organised visits

Job Functional Knowledge

- A relevant professional qualification and a good understanding of theory and practice of anthropology and associated subjects

Business Expertise

- Excellent knowledge and expertise across the Area and an understanding of the wider Organisation

Leadership

- Leadership of staff during excavations and major projects for the recovery of remains

Problem Solving

- Responsible for solving complex recovery cases and reporting on the outcome

Nature of Impact

- Responsible for the accurate reporting on the remains recovered in France and Belgium

Area of Impact

- The job has a significant impact on the recovery of remains for member governments

Interpersonal Skills

- Frequently deals with member government anthropologists and CWGC team members

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PERSON SPECIFICATION

Education and Knowledge

Essential

- A master's degree – biology/anthropology/genetics
- Fluent French and English language skills, both written and spoken
- Extensive knowledge of French Archaeology/Anthropology processes and laws
- Extensive knowledge and key contacts within the French research organisations

Experience

Essential

- Experience of a similar role within another organisation
- Experience with public interaction and presentations
- Networking with French and Belgium authorities

Skills and Abilities

- Ability and flexibility to travel worldwide essential
- Willingness to lead people
- Ability to handle the media
- Ability to undertake complex research and analysis of findings
- Resilient and flexible even when under pressure
- Problem solver, with the ability to make decisions
- Presentation & public speaking skills
- Acts with integrity, with high ethical standards
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- 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.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: