


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Mobile Support Team gardener
Department:	Horticultural – Mobile Support Team
Job Purpose:	Provides support to horticultural teams performing exceptional tasks or techniques. Backfills in various horticultural teams on an ad hoc basis as directed by the respective team leader within France Area – (FA).
Job Band:	B
Reports to:	Mobile Support Team Leader
Direct Reports:	None
Other Key Contacts:	<ul style="list-style-type: none"> • Hort and Works teams • (S)HG's • Cemetery neighbours, farmers and landowners • Supervisors and Managers • Visitors and members of the general public
Financial Responsibilities:	None
Location:	Across FA
Travel:	Willing to travel and work away from the office (sometimes abroad) on regular occasions and for set periods to work within a horticultural group (sometimes with a short period of notice) Valid driving licence and passport required.
Right to work:	Must have the right to work in 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

- Works as a Gardener, providing additional support in the different teams across FA as and when required and often at short notice
- Is actively involved in horticulture projects and renovation tasks requiring larger machines, at the different sites across FA, eg irrigation, hedges, drainage, etc
- When operational needs dictate, works within an existing team as a Gardener
- Takes over role as delivery driver as required
- Assists the Mechanics to maintain and repair different machinery and at different sites, as required
- Assists with exhumations and reburials, as required
- Delivers items by lorries and/or vans to the different groups across FA, as required
- Works on horticultural tasks at different sites across FA that require larger machines, such as Verti draining, scarifying and over seeding

Job Functional Knowledge

- Knowledge will typically have been gained through on the job training for horticulture modules and renovation works
- External qualifications for driving machines and vehicles

Business Expertise

- Knowledge of horticultural renovation and regular gardening tasks, including verti draining and how these fit into the overall standards of our cemeteries across FA

Leadership

- No supervisory responsibility other than ability to manage own workload

Problem Solving

- Follows existing procedures and experience to make decision for his/her actions to overcome problems they face on a day to day basis, such as access, weather and sudden changes in their work schedule. Prioritises well and has the ability to adapt to exceptional circumstances

Nature of Impact

- Impacts on cemetery standards across FA at a Group level

Area of Impact

- Responsible for own works within a cemetery, with the ability to generally effect standards across FA at a Group level

Interpersonal Skills

- Good listening skills, feeling comfortable to communicate with a variety of different teams and team leaders on a weekly basis

PERSON SPECIFICATION

Education and Knowledge

Essential

- Van with trailer licence (BE licence)
- Relevant risk assessments and work instructions
- An excellent working knowledge of French

Desirable

- CWGC Horticultural modules and horticultural machinery training
- C driving licence
- Compact plants (CACES A R372m)
- Loader > 4,5 T (CACES C1)
- Telehandler < 6 T (CACES 3 R389)
- Loading/unloading and stowage (CACES G)
- Remote auxiliary crane (CACES R390)
- All-terrain forklift (CACES F)
- AIPR Operator
- Turf management – STRI training
- Routine Works Maintenance training including headstone removal & installation
- Knowledge of all aspects of Commission's Horticulture Standards
- Knowledge of Commission policies and procedures

Experience Essential

- Demonstrable experience in delivering horticulture works independently
- Recent experience of driving vans with trailers and tractors



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Desirable

- Ground works and project work
- Implementing CWGC horticultural standards
- Driving forklift trucks and other horticultural machinery

Skills and Abilities

- Good organisational and time management skills
- Ability to effectively communicate in the local language
- Ability to work in different locations, often at short notice
- Sense of service delivery to meet the standards set by CWGC
- Works effectively and efficiently both on their own or within a team
- Committed to continuous development
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self.

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.
