

  
 COMMONWEALTH  
 WAR GRAVES  


<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title</b>	Semi-professional worker (M/F)
<b>Department</b>	Works
<b>Job Purpose</b>	Carry out basic maintenance work at all cemeteries and memorials throughout France, Monaco and Switzerland, under the ongoing supervision of the team leader, in accordance with the Commission's standards.
<b>Job Band</b>	Band A
<b>Reports to</b>	Foreman
<b>Direct Reports</b>	
<b>Other Key Contacts</b>	<ul style="list-style-type: none"> <li>• Members of the Hort &amp; Works staff.</li> <li>• Hierarchy, Supervisors &amp; Managers.</li> <li>• Cemetery neighbours, farmers, landowners and conservationists</li> <li>• Visitors and general public</li> <li>• Local Authorities</li> <li>• External contractors</li> <li>• Human Resources department</li> </ul>
<b>Financial Responsibilities</b>	None
<b>Location</b>	WEA France
<b>Travel</b>	Daily travel within the cemeteries
<b>Right to Work</b>	WEA France

<b>COMMISSION BACKGROUND</b>
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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**

**Generality**

- Perform simple maintenance work under the ongoing supervision of the manager. Mainly brick and stone masonry work, the alignment and setting of headstones and other occasional tasks.
- May be required to take basic initiative. Can adapt to the working conditions.
- Under the supervision of the supervisor, ensure the good working order of machines and equipment, performing basic maintenance and repairs and report more serious problems to the team leader.
- When cases of vandalism or damage are noted, inform the line manager and the Administrative Department in the France Area.
- In general, actively participate in all projects implemented by the Department and the Commission according to needs and the directives given.
- Must respect all Health and Safety rules and procedures when carrying out work.
- May be required to represent the Commission at external meetings or ceremonies.
- Provide information and guidance to visitors.

**Job functional knowledge**

- understands the Commission's Structural standards.
- Good knowledge on the maintenance of Structural machinery and equipment.
- Understanding of the Commission's policies and procedures.
- Understands the reporting mechanism for machinery and equipment failures and organizes maintenance or repairs.
- Ensure compliance with health and safety requirements.

**Business expertise**

- Understands how the team integrates with others to achieve the objectives of the Area.
- Knowledge of the regular structural tasks and how they fit into the standards of our cemeteries and memorials in WEA France.

**Leadership**

- N/A

**Problem solving**

- Demonstrates judgment based on sound practices and own experience.

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**Nature of impact**

**Area of impact**

- Primarily on own team.
- Assists the team leader/Foreman with the Structural maintenance within the Area.

**Interpersonal skills**

- Open and honest communication.
- Pragmatic and practical.
- Good listening skills feels comfortable communicating with different teams and team leaders

<b>PERSON PROFILE</b>
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**Education and Knowledge**

**Essential**

- Completion of all formal Works training courses / modules
- Diploma and/or experience in stone cutting and/or bricklaying / first specialization in the job
- Basic maintenance and repair work
- Knowledge of the computer tool and software of the MS Office and Internet Pack, or willingness to learn.
- Valid driving licence

**Desirable**

- Knowledge of Commission's structural manual techniques.
- Knowledge of Commission policies and procedures.

**Experience**

**Essential**

- Significant experience in the provision of autonomous structural work.

**Skills and Abilities**

- Team spirit
- Dedication
- Reliability
- Brick and stone bricklaying
- Alignment and placement of headstones
- Willingness to commit to professional training and development
- Responsibility for the health and safety of self and others
- Alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT

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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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