### JOB DESCRIPTION

#### SUMMARY INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Qualified Gardener F/M</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Horticulture</td>
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<tr>
<td>Job Purpose:</td>
<td>Works within the framework of the cemetery and memorials maintenance program and is fully compliant with the objectives and standards set by the Commission; the holder of the post has obtained all their modules and is expected to apply his/her accrued knowledge to all of the maintenance tasks. He/she is also able to organize his/her work in an efficient manner.</td>
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<td>Job Band:</td>
<td>Band B</td>
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<tr>
<td>Reports to:</td>
<td>Snr GC1, HG, SHG according to the structure of the group</td>
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<td>Direct Reports:</td>
<td>None</td>
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<td>Other Key Contacts:</td>
<td>• Horticultural Supervisors.</td>
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<td></td>
<td>• Team members.</td>
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<td></td>
<td>• Members of other teams (bases) or horticultural sectors.</td>
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<td>• Neighbours of the cemetery, farmers, landowners.</td>
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<td></td>
<td>• HR personnel</td>
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<td>• Visitors and the public.</td>
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<td>Financial Responsibilities:</td>
<td>None</td>
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<td>Location:</td>
<td>WEA France</td>
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<td>Travel:</td>
<td>Required to carry out regular and often very short lead times for travel in the WEA (F).</td>
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<td>Right to Work</td>
<td>WEA France</td>
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#### 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**
- Carries out the seasonal task within our cemeteries and memorials as necessary and according to the horticultural standards.
- Carries out the maintenance and cleaning of horticultural bases and vehicles.
- In cases of vandalism or damage, informs his superior and the France Area Administrative Service.
- Informs and guides visitors where appropriate.
- Plays an active part in all the horticultural projects within his group in line with the requirements and directives issued.
- Complies with Health and Safety rules and procedures when carrying out his/her work.
- Drives a mobile van when required.

**Job functional knowledge**
- Fully understands the Commission's horticultural standards.
- Good knowledge on the maintenance of horticultural 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 their assigned activities contribute to the work of the team.
- Knowledge of the regular gardening tasks and how they fit into the standards of our cemeteries in the WEA France.

**Leadership**
- N/A

**Problem solving**
- Selects appropriate alternatives from variety of defined options based on sound practices and procedures.

**Nature of impact**

March 2021
• Small based on quality of own work undertaken.

**Area of impact**
- Primarily on own team
- Assists the GC1/SCJ with the Horticultural maintenance within the mobile group

**Interpersonal skills**
- Open and honest communication, strong listening skills.
- Pragmatic and practical.
- Good listening skills feels comfortable communicating with different teams and team leaders (potentially changing weekly).

### PERSON PROFILE

**Education and Knowledge**

**Essential**
- Excellent working knowledge of French.
- Knowledge of the computer tool and software of the MS Office and Internet Pack, or willingness to learn.
- Completion of all Hort modules

**Desirable**
- Knowledge of Commission policies and procedures.
- Valid driving licence

**Experience**

**Essential**
- Experience in the provision of autonomous horticultural work.

**Skills and Abilities**
- Team spirit
- Sense of service
- Reliable
- An alignment and adherence to the Commission’s Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT

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.