


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Horticultural Technical Supervisor – Israel
Department:	AAA
Contract Type:	Permanent
Job Purpose:	<p>Ensure the Commonwealth War Graves Commission's standards of maintenance are delivered consistently at cemeteries, scattered graves and memorials. Point of contact for horticultural needs and advice.</p> <p>Assisting the Country Manager and AAA Hort Manager with the improvement of performance, standards, and efficiency of horticultural operations, through local procurement, provision and analysis of management information and operational data, including regular PQMS reports.</p> <p>Deliver technical staff training to ensure operations are carried out in accordance with organizational policy and approved working practices.</p> <p>Gather and collate cemetery and horticultural management and performance data. lead on re-establishing Cem. Green Folders and updating horticultural layout plans.</p> <p>Assisting Hort. Manager and the Country Manager with implementation of conservation, sustainability, and biodiversity initiatives, and implementation of the chemical action plan to minimise reliance on chemicals.</p> <p>Assist Hort. Manager and the Country Manager with the development and implementation of an Area water usage and irrigation strategy. Managing the Irrigation systems and water use in all Israel sites.</p> <p>Assist with projects, and Form 'B' applications. Support H&S Advisor, and line management with delivery of AAA Health & Safety policy.</p>
Job Band:	C
Reports to:	Horticultural Manager Country Manager
Direct Reports:	
Other Key Contacts:	<ul style="list-style-type: none"> • Regional and Operations Managers; Hort Manager Senior and Head Gardeners, Technical Supervisors, Area H&S Coordinator. Contractors and other maintenance agents. • local authorities and individuals. • Maintain and develop contacts with local authorities, diplomatic missions, or individuals to facilitate the work of the Commission.


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	<ul style="list-style-type: none"> Day to day liaison with Regional Management staff.
Financial Responsibilities:	As delegated
Location:	Ramleh Office
Working hours:	<p><i>As advised for country of residence</i></p> <p><i>There will be occasions where the individual will be required to work out of hours. Time off in lieu may be granted for approved overtime worked.</i></p>
Travel:	Extensive Travel required across Israel. Occasional travel overseas.
Right to work:	Must have the right to work in Israel

BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours and cares 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 at 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

- Actively support the implementation of the Area Business Plan.
- Advise and assist Regional and Country Managers in the delivery of maintenance standards.
- Ensure the effective operational management of all CWGC_sites:
- Organize and prepare working tours as approved by line management.
- Inspect the Commission's cemeteries and memorials regularly.
- Prepare and submit reports as required to include site specific information, PQMS, training returns, quarterly work plans and achievements against targets.
- Take regional/**country** lead in the roll out of Area Sustainability Policy, organising the collation of data and championing environmental awareness amongst staff.
- Supervise project work carried out in sector.
- Submit monthly accounts, together with progress reports and funding requests.



Delivery of Commission Horticultural Standards

- Regular inspections of cemeteries to ensure quality standards are met and all routine horticultural maintenance is carried out in accordance with CWGC technical and Health and Safety practices.
- Ensure a co-ordinated approach to horticultural routine maintenance programmes and projects carried out by staff and contractors.
- Ensure urgent horticultural maintenance issues are addressed as necessary and promptly reported to Hort. Manager, Country & Regional Managers.
- Collate and report chemical and water use data for all cemeteries in sector.
- Actively participate in the gathering of data and formulation of **Israel's** irrigation management plan for efficient utilization of the water resource.
- Assist with the procurement of quality horticultural products, stores and equipment in line with the set guidelines.
- Maintain accurate up to date records of horticultural layout plans of all cemeteries with a complete and accurate inventory of all horticultural features including trees and other permanent plantings.
- Support the effective completion of Horticultural routine maintenance and projects.
- Conduct or otherwise organise (as a minimum) monthly PQMS surveys of all constructed sites in sector.
- Promote safe use of horticultural machinery and vehicles and ensure safe working practices; record accidents, near misses and take appropriate action to effectively manage risk. Collate and provide information required of the Area Health & Safety Action Plan.

Delivery of Area Sustainability Policy

- Take Regional lead in the roll out of Area Sustainability Policy. Specifically, Circular Economy and Biodiversity initiatives.
- Support Climate Change initiative.
- Organise the collation and validation of sustainability data from sites.
- Champion environmental and sustainability awareness amongst staff.
- Support the 'Green Team' initiative.

Delivery of Training

- Support Regional Management and Area Office in the- delivery of various Horticultural, Environmental and Health and Safety training modules.



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- Implement training on horticultural modules to all gardening staff and contractors ensuring consistency across the Sector.
- Support the development of management skills amongst Head Gardeners.
- Co-ordinate the training of gardening staff and contractors in the safe use of horticultural machinery and materials ensuring safe working practices are followed.
- Support HG's in the delivery of Health and Safety training/meetings/toolbox talks for staff and contractors in the workplace.

Delivery of Health and Safety Standards

- Work with Area H&S Coordinator and Country Managers and Head Gardeners to facilitate delivery of training to ensure compliance with the Commission's Global Standards, and the H&S Management System.
- Regional lead on delivery of PUWER & CoSHH compliance.
- Conduct ad hoc risk assessments and ensure accurate recording of the findings on the Hub
- Contribute to the updating of risk assessments and work instructions.

Job Functional Knowledge

- Ability to apply Horticulture knowledge and skills to ensure high standards of maintenance of all horticultural features in the cemeteries
- Identify training needs for horticultural staff and contractors
- Ability to deliver high quality, effective training sessions to gardeners and contractors.
- Ability to apply good project management skills to oversee delegated projects

Business Expertise

- Ability to develop knowledge on the Commission standards and ensure all horticultural maintenance work is carried out in adherence to Commission's health and safety policies and in line with financial policies.

Leadership

- Provide direction, motivation and guidance to sector staff and contractors.
- Set a good personal example.
- Challenge staff and contractors if behavioural standards are not met, or a breach of policy or contract occurs.

Problem Solving

- Ability to identify and investigate problems, formulate and present practical solutions for management consideration.
- Gather data, analyse and contribute to solve challenging problems of conservation sustainability climate change and biodiversity.

Nature of Impact

- Oversight of horticultural maintenance standards in cemeteries.
- Contributes to delivery of corporate initiatives
- Takes lead in the delivery of sector horticultural training.
- Take lead in management of sector machinery and PUWER compliance.
- Take lead in CoSHH compliance and minimising chemical usage.
- Contribute to sector H&S management and documentation.

Area of Impact

- Specific Regional responsibilities and wider contributing to Area wide issues such as sustainability.
- Regional and HO management, stakeholders, contractors.

Interpersonal Skills

- Effective verbal and written communication skills across different groups and individuals and in a range of different mediums.
- Open, enquiring and analytical nature, able to develop new skills and gain board-based expertise.
- Well-developed interpersonal skills.
- Active listening,
- Teamwork.
- Responsibility.
- Dependability.
- Leadership.
- Motivation.
- Flexibility.
- Patience.

PERSON SPECIFICATION

Education and Knowledge

Essential

- Good command of written and spoken English.
- A recognised professional horticultural qualification,
- 5 years relevant experience in a supervisory position.
- Computer literacy.
- Driving licence.

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Experience

Essential

- Relevant and extensive practical (hands on) experience in a supervisory/managerial position.
- Practical (on site) project management experience.

Skills and Abilities

- Supervision - Able to provide direction, motivation and guidance to gardening staff and contractors to accomplish goals and take forward the Area Business Plan.
- Communication - Good oral and written skills to foster and develop productive relationships with staff, local officials, and outside agencies.
- Able to work with a high degree of autonomy, organizing work to meet deadlines set by others.
- Able to prioritize workload and resources. Use resources wisely and economically.
- Good administrative, numerical and IT skills to ensure information required by Hort Manager, the Country Manager and Area Office are provided accurately and promptly.
- Resource Management -Ability to assess requirements, negotiate best value for money, ensure quality and deploy assets to best advantage.
- Application of Specialist Expertise - Open to developing new skills and expertise in a range of subjects.
- Committed to continuous professional development
- Everyone who works for us, or with us, shares our Values, which are formed around our concept of CARE (Commitment, Ambition, Respect and Excellence). We are proud and committed to ensuring we bring this to life every day, for ourselves, each other and those who lost their lives.
- 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 CWGC.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: