

JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Works Cycle Maintenance Supervisor C&SEA
Department:	Estates - Works
Contract Type:	Permanent
Job Purpose:	To effectively plan and manage the allocated work force to oversee the timely delivery of the maintenance and projects programme. The role involves ensuring that the operational output of the Works Department aligns with the Commission's standards and conservation strategy while maintaining cost-effectiveness.
Job Band:	D (Band 3M – Grade 10)
Reports to:	Assistant Works Manager
Direct Reports:	<ul style="list-style-type: none"> • Assistant Works Supervisor Warehouse • Assistant Works Supervisor • Workshop technician • 7 Teamleaders
Other Key Contacts:	<ul style="list-style-type: none"> • Co-operation with Area and Head Office. • Local/regional authorities, heritage organisations, cemetery directors, contractors, suppliers, engineers, architects and other projectmanagers.
Financial Responsibilities:	To monitor and manage budgets as delegated by the Assistant Works Manager
Location:	Office based - primarily based in Ieper, Belgium
Working hours:	37 hours per week.
Travel:	Must be willing to travel within Europe and overseas, sometimes at short notice. Valid passport, driving licence required
Right to work:	Must have the right to work in Europe

BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours and cares for the members 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

- Supervises Works teams to ensure they deliver work as directed by Works management. Ensures that the work is carried out and planned safely to Commission's standard, within agreed timescale.
- Carries out the management and development of maintenance and project programmes.
- Creates and oversees the scheduling for all Works teams, conducting essential inspection visits before, during, and after construction activities
- Act as the primary point of contact for the works teams, emphasizing effective communication and team coordination.
- Provides accurate project reports and updates.
- Monitors and manages expenditure within a delegated budget.
- When required, inspects cemeteries, memorials and associated buildings and when requested, prepares conditional surveys according to the standard of Works Structural Manual.

Job Functional Knowledge

- Practical knowledge of Architecture, Conservation Management or Engineering gained through experience.
- Understands procedures and concepts of own discipline and basic understanding of other concepts and procedures and how they sit within the business unit as a whole and how they relate to own discipline.

Business Expertise

- Contributes to Works department policy and strategy.
- Contributes to financial estimate submissions, management plans and financial control information.

Leadership

- Full responsibility for the works teams (approximately 30 team members) managing the performance, development and standards of behaviour for the direct reports and oversees the performance management of the wider team through delegation.
- Identifying training needs for the whole staff compliment and highlights any skills gaps.

Problem Solving

- Attention to detail in making evaluative judgements based on the analysis of factual information.
- Resolve problems by identifying and selecting solutions through the application of acquired technical experience, guided by precedents.

Nature of Impact

- Has an essential impact on the organisation and management of the works maintenance programme and on the decisions taken by the Assistant Works Manager by providing recommendations and advice.

Area of Impact

- Provides professional advice to the Area Management with regard to the Works programme and operations.
- Able to work within a multidisciplinary workforce, together with other Departments, to meet all Commission's standards.

Interpersonal Skills

- Conflict resolution; skill in resolving conflicts and diplomacy and tact in disagreements.
- Persuasion skills; the ability to motivate and inspire team towards common goals.
- Clear and concise verbal communication and active listening skills to understand team members.

PERSON SPECIFICATION

Education and Knowledge

Essential

- Master or Bachelor in Building, Architecture, Conservation Management, Engineering or equivalent qualification/experience.
- Good command of English and Dutch language

Experience

Essential

- Demonstrable experience/background in operational planning and technical projects.
- Technical knowledge and experience/affinity within the construction sector.
- Familiarity with quality and health and safety standards and construction/project management software.

Skills and Abilities

- Administrative and organisational skills with a methodical approach to work.
- Personal effectiveness e.g. in planning, developing, contributing to and delivering projects.
- Good analytical skills to identify and solve issues that may arise during projects.
- Strong verbal and written communication skills to convey information clearly to both team members and management.
- Leadership qualities to guide and motivate teams.
- Resilient and flexible approach to changing work environment/situations and people.
- Committed to continuous professional development



COMMONWEALTH
WAR GRAVES



- 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.
