

  
 COMMONWEALTH  
 WAR GRAVES  


<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Senior Head Gardener Support & Tree Team
<b>Department:</b>	Horticulture
<b>Job Purpose:</b>	Responsible for the day-to-day management of a team of landscapers responsible for all projects related to trees and renovation, varying according to the season, within the region. This is in accordance with the objectives and standards set by the Commission and within the framework of managing as efficiently and economically as possible. The position requires a good balance between executive management activities and operational work.
<b>Job Band:</b>	C
<b>Reports to:</b>	Assistant Horticulture Manager
<b>Direct Reports:</b>	Employees of the Support/Tree team
<b>Other Key Contacts:</b>	<ul style="list-style-type: none"> <li>• Horticulture Supervisors.</li> <li>• Team members.</li> <li>• Members of other teams.</li> <li>• Colleagues from the construction department.</li> <li>• HR team.</li> <li>• Neighbours of the cemetery, farmers, landowners.</li> <li>• Visitors and the public.</li> </ul>
<b>Financial Responsibilities:</b>	None
<b>Location:</b>	Ypres, C&SEA (Central & Southern Europe Area)
<b>Travel:</b>	Willing to travel and stay overnight regularly and at short notice within C&SEA. Valid driving licence and identity card required.

<b>BACKGROUND</b>
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We commemorate and care for the men and women of the Commonwealth armed forces who died in the First and Second World Wars, so that they would never be forgotten. Our work, funded by six member states, began more than a century ago with the construction and maintenance of cemeteries and monuments at more than 23 000 sites around the world.

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Today, our work continues through our staff, supporters and volunteers who maintain our unique cultural, horticultural and architectural heritage. This is how we ensure that the stories of the fallen continue to be told.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES OF THE ROLE**

**General**

- Manages the Support & Tree Team and takes day-to-day, operational charge;
- Coordinates horticultural projects (trees, hedges...) and renovation works at various sites in the area requiring larger machinery;
- Supports in various tasks in trees:
  - o Lighting, thinning and refreshing of crowns
  - o Pruning
  - o Felling
  - o Performing all ground tasks, assisting and guiding climbers
  - o Rescuing colleagues at height if necessary
  - o Performing and recording visual tree assessments
  - o Conducting risk assessments
  - o Inspecting climbing equipment
- Is responsible for frequent maintenance of horticultural machinery. Is able to carry out simple maintenance work on horticultural machinery himself;
- Manages correctly the HILTI App;
- Assists with excavations and reburials;
- Supports the Assistant Horticulture Manager in evaluating the maintenance work of horticulture and renovation works and ensures that Commission standards are always achieved;
- Works operationally with the team. Maintains a daily log of the team's main activities;
- Ensures the development of team members and identifies outstanding individual achievements. Ensures allocation and follow-up of development opportunities/projects within his/her group;
- Investigates disciplinary issues within the team in support of and with management/HR;
- Informs the Assistant Horticulture Manager of any structural defect found;
- Informs the Senior Head Gardeners, the Assistant Works Manager and the Assistant Horticulture Manager of any future or ongoing development projects in the vicinity of any of the cemeteries or memorials in the area and also reports any maintenance or wear and tear problem;
- Supports the Assistant Horticulture Manager in the management of all members of the Support & Tree team; assists, within structured timeframes with the organisation of: the physical presence/rotation of the team throughout the year, based on need and in accordance with the legal framework; assists in the organisation of/anticipation in the

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requirements regarding equipment and materials based on the predetermined annual timeframes, and achieves the predetermined objectives.

- Ensures the proper use and regular maintenance of the group's vehicles.
- Informs Supervisors and Assistant Horticulture Manager of any problem or defect;
- Guarantees the correct maintenance, proper use and proper storage of the group's horticulture machinery to optimise its service life. Is able to carry out simple maintenance work on horticultural machinery himself;
- Discusses machine replacement needs with the Supervisors and Assistant Horticulture Manager;
- Assists the Supervisors and Assistant Horticulture Manager in preparing the annual programme of renovation works, including the work programme for the winter period;
- Supports environmentally friendly and sustainable practices and promotes integrated pest and weed management;
- Takes initial action in case of vandalism or damage to public property and informs Supervisors, the Assistant Horticulture Manager and the administrative department of the zone CSEA as soon as such facts are noticed;
- May represent the Commission at external meetings or ceremonies;
- Observes health and safety rules and procedures while performing his/her work.

### **Job Functional Knowledge**

- Knows the Commission's horticultural standards;
- Has an understanding and knowledge of horticultural machinery and equipment maintenance;
- Knows the Commission's policies and procedures;
- Reports defects in machinery and equipment to the Regional Office and organises maintenance or repairs;
- Is pragmatic and practical.

### **Business Expertise**

- Understands how the team collaborates with other teams to achieve the goals of region;
- Is aware of regular gardening and renovation tasks and how they align with the standards of our cemeteries.

### **Leadership**

- Plans and organises the daily work programme.
- Is responsible for the daily management/direction of staff and resources.
- Directs staff by demonstrating good working practices; participates in the development of all team members and helps identify individual potential/talent;
- Is able to communicate well and transparently with various stakeholders and works to motivate;
- Identifies when a team member's work or behaviour raises concerns, notifies line management and HR and investigates disciplinary matters under supervision;
- Identifies training needs;

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- Evaluates team members' performance daily, conducts annual reviews and regular appraisals.

**PERSON SPECIFICATION**

**Education and Knowledge**

**Essential**

- Excellent working knowledge of Dutch;
- PC proficient, knowledge of MS Office and Internet
- Knowledge of all Commission standards;
- Knowledge of Commission policies and procedures;
- Successful completion of all horticulture modules and horticultural machinery training.
- European Tree Worker training;

**Desirable**

- Driving licence BE (van with trailer) / CE
- Thorough knowledge of risk assessments and relevant work instructions;
- Attestation for crane and aerial work platform;
- Training in routine maintenance of work, including removal and placement of tombstones;
- Basic knowledge of English.

**Experience**

**Essential**

- Considerable experience in carrying out horticultural work independently;
- Some experience in managing a team.

**Skills and Abilities**

- Able to communicate effectively and good listening skills.
- Able to make decisions and take responsibility for actions.
- Skills in terms of organisation and time management.
- Commitment to professional development.
- Alignment with and adherence to the Commission's values of Commitment, Ambition, Respect, Excellence.
- Takes responsibility for the health and safety of self and others.

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*Your core duties are set out in this job description. From time to time, you may be required to perform other relevant tasks outside your job description or core duties if necessary to meet the needs of the Commission.*

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