



JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Horticultural Supervisor
Department:	Horticulture
Job Purpose:	Assists the Horticultural Director in the organization and supervision of maintenance work in the sector. Works in collaboration with other Horticultural Supervisors to ensure the efficient operation of horticultural work within WEA France.
Job Band:	D
Reports to:	Horticultural Director (Horticultural Manager)
Direct Reports:	6 direct reports on average.
Other Key Contacts:	<ul style="list-style-type: none">• Members of the Horticulture and Works teams.• Supervisors and Managers.• Neighbours of the cemetery, farmers, landowners and environmental activists.• Visitors and the general public.
Financial Responsibilities:	Manages the expenditure of horticultural budgets as delegated.
Location:	WEA France
Travel:	Must be willing to travel in the United Kingdom and abroad, sometimes at short notice. Valid passport and category B driver's licence required.
Right to Work	WEA France

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

- Ensure that horticultural maintenance in the sector complies with Commission standards. Carries out a program of regular site visits and evaluations to verify compliance with standards and maintain contact with staff.
- If necessary, takes care of the QA's for the departments' KPI submissions.
- Provides technical advice to staff in his/her area.
- Liaises between the Works Department and the Head Gardener in the area in order to manage the horticultural structural maintenance programmes and ensures that any malfunction is reported directly to the Works Department.
- Establish a secure management system in compliance with Commission policies, procedures and good working practices.
- Carries out health and safety inspections in the groups in its horticultural sector and ensures that the Commission's Health and Safety policies are always respected by the members of its groups. Complies with the procedure in the event of an accident at work, completes the documents and conducts the investigation/collects the necessary information.

Job functional knowledge

- Fully understands the Commission's horticultural standards.
- Knowledge of Commission policies and procedures.
- Ensure compliance with health and safety requirements.
- Pragmatic and practical.
- Understanding of the Commission's challenges and ability to organize work accordingly to achieve the objectives set.

Business expertise

- Perfect knowledge of the work of its teams to respect the annual maintenance program and to understand as well as possible the difficulties encountered by its teams and to advise them as well as possible.
- Actively participates in various projects of the Horticultural Service and the Commission in general, according to operational needs and requests from the Directorate.
- Manages the expenditure of horticultural budgets as delegated.
- Ensure that groups are supplied with materials, horticultural machinery and gardening products and that the needs of the sector are included in the annual forecast budget.

Leadership

- Organizes the work of the group in accordance with the recommendations and requests of the Management and the Commission's standards.
- Ensure that any new gardener is well integrated into the team and has all the necessary documents/guidelines, especially those related to Health and Safety.
- Makes regular meetings with the team.
- Prepares and compiles annual appraisal interviews, reviews the personal development plan with each group leader in his/her area, conducts return-to-work interviews when necessary.
- Proposes procedural changes to improve working conditions and team performance.
- Ensure that team members comply with the Commission's rules and procedures.
- Immediately informs his/her superiors and the Human Resources department if the behaviour of a staff member or the way he/she works is inappropriate.



Problem solving

- Solves problems.
- Is able to make final decisions.
- Demonstrates judgment based on sound practices and own experience.
- Collaborates with the Horticultural Supervisor in case of unusual and risky problems.

Nature of impact

- Has an essential impact on the organisation and management of its horticultural sector and on the decisions taken by the Horticultural Directorate by submitting recommendations and advice.

Area of impact

- Cooperates with the other horticultural sectors of the WEA France area and the Works Department.
- Manages its teams by developing and maintaining good professional relations with Commission staff at all levels.

Interpersonal skills

- Exchange ideas and information in an effective, concise and logical manner.
- Ability to communicate with a diverse audience.
- Be able to federate so that the decisions taken by the hierarchy are monitored and integrated by the members of its teams.

PERSON PROFILE

Education and Knowledge

Essential

- Knowledge/Mastery of all horticultural modules.
- Good level of English and professional vocabulary in at least one of the two WEA languages France (French or English) or willingness to learn.
- Knowledge of the Commission's health and safety standards (policies, manuals and guides).
- Good computer skills.
- Valid driving licence.
- Ready to travel throughout Europe.

Experience

Essential

- Experience in leading and mentoring members of one or more teams.

Skills and Abilities

- Ability to communicate effectively, good listening skills.
- Ability to make decisions and take responsibility for actions.
- Has the necessary administrative and organisational skills.
- Excellent analytical skills.
- A reliable, resilient and flexible approach based on the environment/work situations and people.



- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Willingness to commit to professional training and development.
- 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 Commission.
