


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Gardener
Department:	Horticultural
Contract Type:	Permanent
Job Purpose:	Supporting the Head Gardener (HG)/Line Manager (LM) in the execution and co-ordination of horticultural maintenance and renovation work to the Commission's standards of excellence, in accordance with the Horticultural Manual.
Job Band:	A
Reports to:	Head Gardener, Tunisia
Direct Reports:	N/A
Other Key Contacts:	<ul style="list-style-type: none"> • Regional, Sector and Country Manager • Head Gardener • Colleagues in own and other teams • Local authorities, maintenance contractors and suppliers • Representing the Commission at ceremonies and/or meetings • Provide direction and other information to Cemetery visitors/members of the public
Financial Responsibilities:	None
Location:	Tabarka, Tunisia
Working hours:	<p>44 net per week, spread over 5 working days as follows:</p> <p><u>Summer Hours</u> July and August Monday to Thursday 06:30 10 14:40 with 30 minutes break 12:00-12.30 Friday 06:30 – 13:30</p> <p><u>Winter Hours</u> September – June Monday to Thursday 07:00 to 12:00 & 13:00 to 17:00 Friday 07:00 to 12:00 & 13:00 to 16:00</p> <p>There will be occasions where you will be required to work out of hours to perform duties predominantly evenings and/or weekends. Time off in lieu will be granted for overtime worked.</p>

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Travel:	Travel within the country to ensure additional projects are carried out.
Right to work:	Must have the right to work in Tunisia

COMMISSION BACKGROUND

The Commonwealth War Graves Commission honors 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

- Carry out manual horticultural maintenance, renovation work and caretaking duties; undertaking tasks such as mowing, edging, weeding, pruning, pesticide application and planting, in accordance with training and Horticultural modules.
- Report to Line Management any structural defects noted, any development in the surroundings or environment of cemeteries and memorials which are observed during maintenance duties.
- Maintenance of mechanical equipment including, but not limited to, general servicing, cleaning oil/filter change and minor repairs.

Risk Management

- Ensure all the Commission's safety procedures and safe working practices are observed, and that all lawful safety instructions are followed at all times.

Team Performance

- If required, stand in for HG in their absence, taking charge of staff, equipment, vehicles and resources, deploying these in the most efficient and economical manner possible.

Job Functional Knowledge

- An experienced gardener with the ability, after some formal training, to perform generally routine and manual tasks effectively.

Business Expertise

- Ability to understand how tasks relate to the work of other gardeners within the cemetery.

Leadership

- No direct supervisory responsibility.

Problem Solving

- Demonstrates a basic level of capability in completing routine tasks; applying sound judgement to address any simple problems that may arise.

Nature of Impact

- Supports the Head Gardener by performing a range of renovation and general maintenance tasks in commission cemeteries.

Area of Impact

- Mainly on own team and indirectly on the wider Africa Asia and Pacific Area Team.

Interpersonal Skills

- Demonstrates clear verbal communication skills and common courtesy when interacting with fellow colleagues and customers.

PERSON SPECIFICATION

Education, Knowledge and Experience

- High level of literacy in their first language.
- Passed or ability to learn the Commission's Horticultural Modules.

Skills and Abilities

- Manual skills.
- Effective communication and listening skills.
- Decision making skills, within required limits.
- Take responsibility for action.
- Good Organisational and time management skills.
- Sense of service delivery.
- 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.
