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| **JOB DESCRIPTION** | |
| **SUMMARY INFORMATION** | |
| **Job Title:** | Stonemason |
| **Department:** | UKNA |
| **Contract Type:** | Permanent |
| **Job Purpose:** | Works as part of a team working across UKNA to the standards as set by the Commission. Duties include the construction of new structures, renovation and maintenance of existing structures and the engraving of headstones and memorial panels. |
| **Job Band:** | C2 |
| **Reports to:** | Chargehand Stonemason |
| **Direct Reports:** | N/A |
| **Other Key Contacts:** | * Works Manager * Works Supervisor * Regional Managers and Regional Coordinators * Colleagues in the Region * UKNA HO Colleagues * Maintenance contractors * Cemetery staff * Visitors and members of the public |
| **Financial Responsibilities:** | N/A |
| **Location:** | Mobile based out of Brookwood Military Cemetery, Surrey |
| **Working hours:** | **Summer Hours** - Monday to Thursday 0800 to 1230 hours  1330 to 1700 hours  Friday 0800 to 1230 hours  1330 to 1600 hours    **Winter Hours** - Monday to Friday 0830 to 1230 hours  1300 to 1600 hours  There may be occasions where you will be required to work additional hours. Time off in lieu may be granted for any approved additional hours worked. |
| **Travel:** | Must be willing to travel within the UK and overseas, sometimes at short notice. Valid passport, full UK car driving licence essential and ability to drive in Europe. |
| **Right to work:** | Must have the right to work in the UK |

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| **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.

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| **KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE** |

**General**

* Receives, interprets and carries out verbal and written instructions on structural maintenance work, e.g. Condition Surveys from Works Supervisor and surveyors
* Constructing new masonry structures, structural renovation and maintenance of Commission structures, ensuring all work meets the high standards desired by the Commission
* Sourcing appropriate stone
* Working stone to shape for repairs to existing structures using a variety of mechanical and electrical equipment
* Engraving or re-engraving text on headstones or memorial panels by hand or using a machine, including the erection of Commission Headstones
* Construction of reinforced concrete headstone beams
* Fixing of bronze or GRP swords to Crosses of Sacrifice, re-toning of bronze swords, register boxes and memorial panels
* Maintenance work on private memorials as instructed and within CWGC policies
* Maintenance of Commission structures, i.e. painting, brickwork, foundations, paving and plastering
* Applying of cleaning enzyme washes, water and spirit-based paints
* Erection of scaffolding to facilitate structural repairs
* Contacts and liaises with the appropriate cemetery authorities whilst on site
* Responsible for carrying out all work with the most economical use of plant and materials available, including the purchase of all necessary materials
* Responsible for the safekeeping and maintenance of Commission vehicle, tools and equipment, keeping them in good order and carrying out maintenance and repairs. Referring major mechanical or other problems to Works Supervisor or Works Manager. Organising the drop off and collection of equipment requiring repairs.
* Producing and maintaining records of work undertaken, submitting documentation of any additional work and keeping accurate records of all claims, invoices etc.
* Contribute ideas and suggestions for renovation, or improvement of cemeteries and memorials including sustainability improvements
* Report to the Works Supervisor any structural defects in Commission buildings and structures which are observed during maintenance duties. Report any problems observed with structural maintenance carried out on behalf of the Commission by a third party
* Drive and maintain Commission vehicle as required
* Work with CWGC management to improve conservation policies and standards
* Use of IT equipment to provide documentation and attend meetings when required
* Represent CWGC at Open days or events to provide demonstrations to members of the public

**Job Functional Knowledge**

* To support the Works Manger, Works Supervisor and Chargehand Stonemason in the execution and co-ordination of Works Standards in the cemeteries, plots and memorials but also the other countries UKNA operates in (if required)

**Business Expertise**

* Comprehensive understanding of how the role integrates and interacts with the wider UKNA team

**Leadership**

* Sets standards of performance and behaviour at work and takes responsibility for a particular number of staff and contractors, when required
* Able to lead and model Health & Safety requirements at work

**Problem Solving**

* Ability to provide immediate solutions to problems by analysing information from various sources, this can sometimes occur when far away from the Base-Site

**Nature of Impact**

* Impacts delivery of Works Standards across UKNA

**Area of Impact**

* Primarily across UKNA

**Interpersonal Skills**

* Confident dealing with contractors, Local Authority/Cemetery staff as well as regional CWGC staff, with ability to communicate openly and honestly with all. Resilient, approachable, and able to positively influence at all levels.

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| **PERSON SPECIFICATION** |

**Education and Knowledge**

**Essential**

* NVQ level 2 or equivalent level or working towards qualification in Stonemasonry
* Experience of high-quality handling and repairing stone structures
* A reasonable knowledge of general building practices

**Experience**

**Essential**

* Significant practical experience in Stonemasonry or General Building practices
* Working independently as part of a small team
* Dealing with external contractors and suppliers

**Skills and Abilities**

* 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
* Willing to commit to continual professional development by undertaking training and development requirements in Stonemasonry Skills

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*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.*

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**Signatures**

Name of Job Holder: Signature: Date:

Name of Line Manager: Signature: Date: