



JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Trainee Horticultural Manager
Department:	Operations
Contract Type:	Permanent
Job Purpose:	This is a trainee management post that will see the post-holder's development to undertake responsibility for the maintenance of cemeteries across multiple countries across the Mediterranean Area (MA). Initially supports and assists the Horticultural Managers (HMs) and has responsibility for the execution and co-ordination of horticultural maintenance and renovation work within the region and to represent the Commission. The post is responsible for the implementation of organisational policy, including approved working practices, health and safety procedures, people management, environmental and Commission policies relating to conduct and behaviour. The transition period from trainee to Horticultural Manager will be 3 years.
Job Band:	Band D
Reports to:	Operations Manager
Direct Reports:	N/A
Other Key Contacts:	<ul style="list-style-type: none"> • Regional/Country Supervisors & Works Managers • Cooperate closely with Area Office departments • Accompanies Head Office officials when required • Day to day liaison with colleagues within Area and HO • Maintain and develop key horticultural contacts in the area of operation • Develop and maintain collaborative working relationships with colleagues in other operational areas and particularly the Technical heads of profession in Consultancy Services in HO
Financial Responsibilities:	As per delegated authority
Location:	Area Office, Larnaca, Cyprus
Working hours:	37.5 Hours Per Week. 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 additional time worked.
Travel:	Regular travel within the region of responsibility (approximately 15 weeks per year).
Full Driving Licence:	A full and valid driving licence and the ability to drive safely
Right to work:	Must have the right to live and work in Cyprus and travel within MA



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 and territories to preserve 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

General

- To become fully conversant with all aspects of the Commissions Horticultural policies, processes and procedures including manual training, irrigation systems and management of chemical use (including alternative solutions).
- To assist the HMs to manage and deliver the Commissions standards of horticulture in the MA region
- Inspects the sites and ongoing projects to ensure CWGC horticultural standards are met
- Monitors the work of contractors and reports progress to the Horticultural Managers (HMs) and assists where application in obtaining contractor quotations
- Carries out action plans as directed by the HMs
- Assists the HMs in the preparation of financial estimates
- Assists with the implementation of the Area Management Plan, including horticultural projects and maintains accurate records of cemetery technical data and plans
- Follow Commission H&S policies and the Global Standards and support and check cemeteries and premises when directed to do so by HMs
- Assists the HMs in the training and development needs of staff to contribute to the Area's training programme and succession plan, including performance management
- Orders and purchases supplies as directed by HMs
- Any action required by the Area Director/Manager adequate to the job role
- Represents the CWGC with local authorities when delegated by the HMs

Project Responsibilities

- Renovation and special projects in cemeteries within the region of responsibility
- Projects delegated to contractors or specific projects as tasked by HMs
- Assists with the preparation of sites for events as directed by HMs

Team Performance

- Report immediately on any member of the team whose work or behaviour gives cause for concern to HMs

Financial and Risk Management

- Financial authority as delegated by line manager
- Ensure that safe working practices and the Commissions H&S policies and procedures are adhered to at all times by all members of the group reporting any concerns to HMs.
- Strictly adhere to the agreed delegated budget and ensure project completion and invoices are delivered to programme



JOB SCOPE REQUIREMENTS

Education, Knowledge and Experience

- Relevant experience working in a supervisory position minimum 2 years
- Recognised horticulture related qualification at HND or equivalent (BTEC L4 or NVQ 4) is essential. Higher related qualification desirable.
- Experience of amenity horticulture and Mediterranean climates is desirable.
- Experience of working in different cultures with an understanding of cultural and political sensitivities
- High level of written and spoken English language
- Knowledge of Health and Safety best practices
- Microsoft office including outlook

Skills and Abilities

- Ability to complete tasks and convey information clearly and concisely in a timely manner both verbally and in writing
- Able to demonstrate discretion and confidentiality
- Excellent organisation and time management skills
- Excellent communication skills
- Ability to manage projects
- Attention to detail
- Ability to demonstrate a professional, confident and 'can do' attitude
- Can juggle their workload and keep calm under pressure
- Able to adapt to change
- Comfortable working in a high tempo operations environment
- Is reliable handling large quantities of data and delivering results against tight timelines
- Undertake and contribute constructively to regular team meetings
- Have a flexible attitude to undertaking tasks and covering other team members
- Meets deadlines, targets and objectives and alerts manager if they cannot be met
- Takes responsibility for resolving problems and issues
- Pursues personal development of the skills and knowledge necessary for the effective performance of the role
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and, where line management responsibility, responsibility for 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.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: