

## Works Supervisor, Italy – North Area

<b>Location:</b>	Flexible between the following areas: Faenza (Ravenna), Assisi, Rome
<b>Contract Type:</b>	Permanent
<b>Hours of Work:</b>	Full-time (35 hours per week Monday to Friday)
<b>Salary:</b>	Salary – Circa €33.353,28 gross per annum, dependent upon skills and experience, plus a 13 <sup>th</sup> and 14 <sup>th</sup> <a href="#">monthly salary</a>
<b>Travel:</b>	Frequent travel within Italy and ad-hoc travel within the Mediterranean Area
<b>Other Benefits:</b>	Lunch Vouchers, Supplementary Pension Fund, Supplementary Healthcare Fund

The Commonwealth War Graves Commission (CWGC) is an international non-profit organisation seeking to recruit a Works Supervisor to cover the North Area of Italy. The post is responsible for the supervisory, execution and co-ordination of structural work within the geographical region allocated. Primary task is ensuring that cemeteries and memorials are properly maintained to the standards as specified by the Commission as efficiently and economically as possible and supports the Regional Manager, Southern Europe in all aspects when required.

### About the Role:

- Preparation, coordination and completion of all maintenance and project work within the CWGC as directed. To ensure we comply with all aspects of building and conservation law including the sourcing of all necessary authorisations and permits. To help develop our long-term maintenance and conservation strategy.
- To provide high-level technical and professional surveying advice for MA, to ensure the continuous development of the Area's long-term maintenance and conservation strategy. To inspect, survey and assess the condition of our complete estate in order to guide and influence the operational output of the MA Operations Department is delivered to the Commission's standards and in a cost-effective manner.
- Manage the implementation of corporate Health and Safety Policies including the adoption of safe working practices, taking appropriate action to enable supervision and monitoring to manage the areas risks effectively.
- Responsible for the operational requirement of our fleet in Italy
- Responsible for managing the production, authorisation and monitoring of the monthly accounts in accordance with corporate accounting practices, within agreed delegated regional budget and financial delegated authority per transaction.
- Where responsible, supervision of Works staff and contractors to ensure they deliver work as directed. Ensures that the work is carried out safely, to Commission's standard, to cost and within agreed timescale.
- Developing of Conservation Management Plans and/or Management plans for all budget funded projects.
- Monitor standards, conduct and provide coaching and assistance when required to motivate staff to give their best. Promotes talent and staff development whilst dealing effectively with poor performance.
- Inspect cemeteries, memorials and associated buildings. Prepare Condition survey reports and ensure that the Works standards of the Commission are met
- Prepare contract documentation and issue tenders for manager acceptance. Monitor the work of contractors and report progress to the manager. Work with external engineers, architects and surveyors for the design and construction of major or specialist projects
- Contribute to our Operations department in terms of policy, strategy and recommend action plans to carry out project's works, providing professional advice to the management on issues connected with the Works programme and operations.
- Recommend action plans and submitting estimates to the Regional Manager, working directly with suppliers
- Liaise with Local Authorities to obtain permissions to carry out cycle maintenance in their cemeteries. outside the boundaries of Commission sites, for Highways control and the like, including new building projects
- Deal with Horticultural staff, collecting information and providing assistance for small routine maintenance or works carried out by external contractors
- Represent the CWGC with local authorities when delegated by the Regional Manager
- Compilation and maintenance of management information

### About you:

- Bachelor's in Building or Master's degree in Architecture, Conservation Management or Construction Engineering or equivalent qualification/experience and ability to demonstrate thorough experience/background in operational planning, technical projects and architecture/engineering.
- Technical knowledge and experience from the construction sector. Knowledge/ experience in conservation is an advantage.
- At least five years' work experience in team management in a works environment-
- Knowledge of Italian legislation around building planning permission
- Knowledge of surveying best practices
- Knowledge of natural stone is an asset
- Excellent communication skills and leadership qualities
- Good command of written and spoken English language, in addition to high level of literacy in Italian
- Knowledge of Health and Safety best practices
- Project Management skills and ability to accurately interpret construction drawings
- IT literate with excellent knowledge of Microsoft Office applications and AutoCAD
- Staff Management skills including reliability and confidentiality
- Ability to prepare technical reports and inspection reports of structures and properties, as well as preparation of detailed specifications for small projects
- Driving license

**How to Apply:**

Please visit our website [www.cwgc.org/about-us/careers](http://www.cwgc.org/about-us/careers) and select the Works Supervisor, North Italy position and see the instructions on how to apply. You will then need to click and complete the application form. Kindly send the completed application form, together with your C.V and covering letter in English to [ma.careers@cwgc.org](mailto:ma.careers@cwgc.org). and cc [Jean.Pirini@Regione.Emilia-Romagna.it](mailto:Jean.Pirini@Regione.Emilia-Romagna.it)

**Closing Date:** 3<sup>rd</sup> July 2020.

***Only shortlisted candidate will be contacted.***

All applications will be treated in the strictest of confidence and in accordance with our job privacy notice, available upon request. The CWGC is an equal opportunities employer.

**Appointment will be subject to two satisfactory employment references, medical health check.**

Yours sincerely

Name Surname

Title



## JOB DESCRIPTION

### SUMMARY INFORMATION

<b>Job Title:</b>	Works Supervisor, Italy
<b>Department:</b>	Operations
<b>Contract Type:</b>	Permanent
<b>Job Purpose:</b>	<p>Reporting to the Works Manager, Southern Europe, the Works Supervisor is the lead person for coordinating, independently e with decision-making power within their grade, the execution of structural works within the area allocated.</p> <p>They are responsible of the conservation of the sites according to the Commission's standard</p> <p>Represent the Commission in Italy in the official meetings and ceremonies with officials of all nations and local authorities</p>
<b>Job Band:</b>	D
<b>Reports to:</b>	Regional Manager, Southern Europe
<b>Direct Reports:</b>	Works Team Coordinator
<b>Other Key Contacts:</b>	<ul style="list-style-type: none"><li>• Contractors, staff, visitors, visiting officials</li><li>• Day to day liaison with colleagues within Area and within Italy</li><li>• Liaising with officials of all nations and represent the Commission at ceremonies and/or meetings</li><li>• Establish and maintain contacts with local people and authorities. This will include those who may be helpful to the Commission, such as Mayors, Road and Highway Authorities, farmers and other neighbours</li><li>• Establish and maintain contacts with contractors</li></ul>
<b>Financial Responsibilities:</b>	As delegated
<b>Location:</b>	TBD Flexible between Faenza, Assisi, Rome
<b>Working hours:</b>	<p>35 hours per week from Monday to Friday</p> <p>Flexible working time: from 07.30/08.30 to 15.00/16.00 and 30 minutes as lunch break</p>
<b>Travel:</b>	Travel within and to other countries in the Area to ensure additional projects are carried out.
<b>Full Driving Licence:</b>	Required
<b>Right to work:</b>	Must have right to live and work in Italy



## 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

- Preparation, coordination and completion of all maintenance and project work within the CWGC as directed. To ensure we comply with all aspects of building and conservation law including the sourcing of all necessary authorisations and permits. To help develop our long-term maintenance and conservation strategy.
- To provide high-level technical and professional surveying advice for MA, so as to ensure the continuous development of the Area's long-term maintenance and conservation strategy. To inspect, survey and assess the condition of our complete estate in order to guide and influence the operational output of the MA Operations Department is delivered to the Commission's standards and in a cost-effective manner.
- Manage the implementation of corporate Health and Safety Policies including the adoption of safe working practices, taking appropriate action to enable supervision and monitoring to manage the areas risks effectively.
- Responsible for the operational requirement of our fleet in Italy
- Responsible for managing the production, authorisation and monitoring of the monthly accounts in accordance with corporate accounting practices and within agreed delegated regional budget and financial delegated authority per transaction.
- Where responsible, supervision of Works staff and contractors to ensure they deliver work as directed.
- Ensures that the work is carried out safely, to Commission's standard, to cost and within agreed timescale.
- Developing of Conservation Management Plans and/or Management plans for all budget funded projects.
- Monitors standards and conduct, provides coaching and assistance when required to motivate staff to give their best. Promotes talent and staff development whilst dealing effectively with poor performance.
- Inspects the cemeteries, memorials and associated buildings and when requested, prepare Technical Inspection Reports (TIR) and ensure that the Works standards of the Commission are met
- Prepares contract documentation and issues tenders for manager acceptance. Monitors the work of contractors and reports progress to the manager. Work with external engineers, architects and surveyors for the design and construction of major or specialist projects
- Prepares contract documentation and issues tenders for manager acceptance. Monitors the work of contractors and reports progress to the manager. Work with external engineers, architects and surveyors for the design and construction of major or specialist projects
- Recommends action plans to carry out project work
- Provides support to the Works Team Coordinator to manage the team
- Recommends action plans to the Regional Manager, Southern Europe submitting estimates to the Manager being directly in contact with suppliers



- Liaises with Local Authorities for permission to carry out cycle maintenance in their cemeteries and outside the boundaries of Commission sites and for roadside direction signs and the like including new building projects
- Cascade brief the field staff on the communication given by the Head Office to keep the staff informed and create a CWGC culture among the staff
- Represents the CWGC with local authorities when delegated by the Technical Services Manager
- Issues projects and drawings when required by the Regional, Southern Europe
- Any action required by the Area Director/Manager adequate to the job holder grade

### **Project Responsibilities**

- Cycle maintenance carried out by works team
- Projects delegated to contractors

### **Team Performance (Where Applicable)**

- Technical Services Team
- Administration Team and field staff
- Annual appraisals/performance management of Works Team Coordinator

### **Financial and Risk Management**

- Financial authority as delegated by line manager
- Inspects the application of H&S regulations both by staff and by the contractors
- Strictly adhere to budget delegated and ensure project completion and invoices are delivered to programme

## **JOB SCOPE REQUIREMENTS**

### **Education, Knowledge and Experience**

- Bachelor's in Building or Master's degree in Architecture, Conservation Management or Constructional Engineering or equivalent qualification/experience and ability to demonstrate thorough experience/background in operational planning, technical projects and architecture/engineering.
- Technical knowledge and experience from the construction sector. Knowledge/ experience in conservation is an advantage.
- At least five years' work experience in team management in a works environment
- Knowledge of surveying best practices
- Knowledge of natural stone is an asset
- Good command of written and spoken English language, in addition to high level of literacy in Italian language
- Managerial Skills
- Knowledge of Health and Safety best practices
- Reliability and confidentiality
- Project Management skills and ability to accurately interpret construction drawings

### **Skills and Abilities**

- Excellent communication skills and leadership qualities
- IT literate with excellent knowledge of Microsoft Office applications, including Microsoft Project, Outlook and AutoCAD
- Staff Management skills including reliability and confidentiality



- Ability to prepare technical reports and inspection reports of structures and properties, as well as preparation of detailed specifications for small projects
- Willing to travel and stay away from base when required
- Negotiation skills
- Takes responsibility for all action/s
- Good organisational and time management skills
- Prioritises well and has the ability to adapt to exceptional circumstances
- Sense of service delivery
- Good resource management
- Committed to professional development
- 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.

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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 Commission.*

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### **Signatures**

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date:

Yours sincerely

Name Surname  
Title