



JOB PROFILE

Post Title:	Chargehand, Silviculture
Portfolio:	Environment, Natural Resources and Planning
Responsible to:	Silviculture Officer
Responsible for:	3 x Small Machinery Operator 3 x Forest Workers
Grade:	B

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible for assisting the Silviculture Officer with the direct management of a team of field staff during forestry operations.

Main Duties and Responsibilities

1. Carry out manual forestry operations, which include land clearance, ground preparation, planting, fencing, cleaning and invasive plant clearing, tree harvesting, firewooding and fence post, harvesting to meet the required outputs of relevant Forestry Management Plan schedules
2. To undertake the safe removal of trees on public or government request that may pose a significant risk to residential properties, places of work and recreation, educational institutes as well as energy or telephone lines, or any other areas
3. To undertake tree surgery work as and when required in high risk areas and often under difficult environmental conditions
4. To ensure the safe operation and maintenance of all small machinery issued for the completion of required works as well as tree felling and surgery work
5. Ensure correct and timely completion of staff's weekly time book for processing of payment by ANRD Accounts Section; this includes the correct operation of the "Flexi-Work Scheme" currently available to you and staff under your supervision
6. To assist with all other forestry operations as and when required, which includes:-
 - a) General manual and mechanized cleaning and maintenance of all forest areas
 - b) the processing of long lengths of firewood into suitable sized lengths for bundling
 - c) Undertake the chipping of flammable forest material for forest floor ground cover
7. Compile and submit to the Silviculture Officer timely written reports of accidents that may occur during normal Government working hours to a worker under your supervision



JOB PROFILE

8. Take responsibility for progress with a Personal Development Programme
9. To supervise all staff under their supervision on work sites to ensure that all work practices conforms to ANRD Health and Safety standards
10. Responsible for the safekeeping of tools, equipment and SHG vehicles when in use during daily work and in emergency call outs
11. To ensure that the working environment is kept in a constant state of cleanliness after all silvicultural operations

Special Conditions

- Should expect to be called out as part of an ANRD Emergency Response Team, (for which an annual honorarium is paid) if required and this could be in periods of adverse weather conditions;
- To undertake tree surgery operations to heights of 25 feet or more, often in windy conditions;
- Daily handling of flammable materials (fuel, oils);
- Daily use and handling of small machinery, such as chainsaws ,high pruner and brush cutter;
- At times having to work in rainy weather to undertake tasks;
- Discomfort of not having a toilet and hand washing facilities for use on days when working out of ANRD headquarters;
- Having to often work and stand on sloped, difficult terrain for the duration of the working day;
- May be expected to work on road verges, bordering frequently used highways;
- Occasionally have to dealing with irate members of the public when being challenged whilst undertake tree removal work
- Being available, when needed, to drive an SHG vehicle that will allow the timely undertaking and completion of all Forestry related tasks, this may include transporting labour to and from work sites, transporting forest produce into ANRD and to any other designated area or site and or collection of large items when procured offshore or locally.



JOB PROFILE

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance	iii
Analysis and use of Information: Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.	ii
Decision Making: Ability to act on own initiative and confident in making decisions within policy guidelines.	ii
Working with Others: Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	ii
Communication: Good oral and written communication and ability to record factual information accurately	ii
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when	ii



JOB PROFILE

necessary. Confident in expressing difference of opinion in a constructive manner.	
Dealing with Change: Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.	ii
Continuous Improvement: Willing to learn and develop self and team in job role to work efficiently.	ii
Managing Resources: Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	ii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Basic first aid certificate	E	✓	
A drivers licence at Class C	E	✓	
Trained under the local ANRD Tree Felling and Safe Handling and use of Small Machinery Course	D	✓	
Knowledge & Experience:			
An awareness of Health & Safety Procedures and safe working systems in forestry work	E		✓
Competent in the use and maintenance of small machinery	E		✓
Knowledge of tree felling and associated practices	E		✓
At least 2 years practical experience of tree felling and surgery work	E	✓	✓
Experienced in tree climbing and safe use of laddering systems	E	✓	✓
At least 1 years' experience in the maintenance and care of small machinery such as chainsaws and brushcutters	E	✓	✓
At least 1 years' experience of managing staff	E	✓	✓
Skills and Abilities:			
Analysis of information (Basic)	E		✓
Good verbal and written communication skills	E		✓
Good people management skills when detailing with members of the public	E		✓
Must have the ability to proficiently operate small machinery to include but is not limited to: chainsaws, high pruner, brushcutter and wood chipper	E		✓
Basic literacy and numeracy skills	E		✓



PERSON SPECIFICATION

Other:			
Self-motivated	E		✓
Effective team player	E		✓
Ability to apply objective judgment	E		✓
Responsive to change	E		✓
Creative approach when having to undertake tree surgery work	E		✓
Energetic and physically fit with an interest in tree works	E		✓
Head for heights	E		✓
Willingness to work flexibly – some evening work may be required.	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		✓

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.



PERSON SPECIFICATION

Professional or Career Progression Cadre Competency Framework

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.