



PERSON SPECIFICATION

Post Title:	Forestry Services Officer
Portfolio:	Environment, Natural Resources and Planning (ENRP)
Responsible to:	Forestry Officer
Responsible for:	1 x Senior Chargehand; 1 x Chargehand; 3 x Tractor Drivers/Small Machinery Operatives; 2 x Forest Workers; 1 x Building Maintenance Worker
Grade:	

Job Purpose

To improve the lives of all within our community and help the island thrive through leadership of the Forestry and Facilities Section's forestry services for the SHG National Forest Estate and building maintenance programme for the Environment, Natural Resources and Planning Portfolio's properties.

To have responsibility for a team of staff and share responsibility for a Senior Chargehand with the Silviculture Officer (SO) in pursuance of effective forestry and building maintenance services.

Main Duties and Responsibilities

1. Manage the Forestry and Facilities Management Section's (F&FM Section) tree harvesting and extraction programme to meet public demand for raw material, including firewood, sawlogs, fencing material and miscellaneous forest products. This includes establishing round-timber sale agreements with Sawmill and Firewood Operators, implementing work specifications and incentive-based tasks where appropriate, and monitoring and enforcing all works let to complete tasks to specification.
2. Manage a small tree felling and harvesting service involving removal of trees that are potentially dangerous through posing risks to properties, and telecommunications and energy lines, and the organisation of way-leave clearance from Crown owned trees.
3. Work closely with the Forestry Officer (FO) to deliver a tree surgery service to the SHG Properties Section for their urban tree resources and the public for their tree surgery needs. Key activities involve enforcement of the ENRP application process, supporting the design of work method statements and overall management of the execution of methods statements to deliver tree surgery tasks.
4. Manage the F&FM Section's staff with responsibility for training and personal development plans and appraisal, including work based risk assessment and health safety practices for the Section to ensure a duty of care.



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5. Support the FO with preparation of annual Strategic Planning exercises, involving preparation of 3 yearly and annual action plans and budgets for the F&FM Section's forestry and building maintenance services, involving objective and target setting and costing of both forestry and facilities management work streams.
6. Prepare annual Work Schedules for recurrent staff and private sector contractors linked to the above mentioned action plans and undertake monthly monitoring and reporting against these Work Schedules to inform monthly progress reports against ENRP's Strategy and Delivery Plan and updates of the Forestry Information System.
7. Establish tender documentation for forestry and facilities services work undertaken by private contractors where necessary; this includes establishment of all required tender documents, conducting initial and follow up visits, contract monitoring and enforcement activities and processing contract payments.
8. Manage and monitor the forestry service and building maintenance budget to ensure annual spending as phased, through timely procurement of local and offshore resources required for the successful delivery of the programme.
9. Implement and manage an annual programme of forest roads maintenance to ensure access into the SHG Forest Estate, to allow the Forestry and Facilities Services and Silviculture programmes to be delivered and emergency services to access the Estate in the event of major incidence occurrence and training exercises. This includes the cutting and maintenance of firebreaks in key forest areas of the Estate that border residential properties to reduce the risk of fire spread in the event of forest fires or domestic fires burning out of control.
10. Implement a call-out service to support tree-related emergencies and major incidence and liaise with the appropriate ENRP support personnel, emergency authorities and media as required.
11. Contribute to and actively participate in Forestry Awareness Programmes through provision and preparation of information to raise public awareness of the SHG Forest Estate via community forest projects, open days and radio and newspaper bulletins.
12. Deliver training that can be delivered on-the-job to staff, contractors and youths engaged in the Forestry and Facilities Services programme.
13. Support the duties for the FO post when the Officer is indisposed through undertaking all or a sharing of duties of the post with the SO.

Special Conditions

- Working in remote areas of the Island in pursuit of tree harvesting and extraction tasks.
- A degree of walking involved in undertaking planning tasks for raw material supply and supervisory tasks in forest plantations which a land rover or 4x4 vehicle cannot reach.
- Being available for call-out work necessary to lead a response team in support of tree clearance operations and major incidents.



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Health & Safety

- H&S implications - Dealing with awkward and irate staff and often with clients requiring forestry services
- Manual Handling of equipment.
- Required to undertake various aspects of field and supervisory work in all weather conditions.

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: NA	ii
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: Outputs, including the evaluation of policies, projects and programmes are evidence based and decision making and solutions are established by interpreting trends	iii
Decision Making: Solves problems that have significant short-term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines.	iii
Working with Others: Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.	iii
Communication: Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs.	iii
Influencing and Persuading: Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.	iii
Dealing with Change: Supports colleagues through periods of change by promoting goals or new	iii



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initiatives, and new ways of doing things. Is responsive to constructive feedback and addresses obstacles to change.	
Continuous Improvement: Sets SMART objectives for team and evaluates them and where necessary motivates team members to improve and develop their performance.	iii
Managing Resources: Ensures team members understand key issues affecting their work and their role within SHG and tackles poor performance promptly.	iii

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
National Certificate or NVQ Level 2 in Forestry or Forestry Products	E	✓	
GCSE in English Language, Maths or Science or equivalent at Grade C or above	E	✓	
Minimum of basic level training in Health and Safety	E	✓	
A Drivers licence at Class C	E	✓	
Knowledge & Experience:			
At least 3 years middle management experience working in forestry production and/ or tree management work, or relevant period of forestry experience from a similar position	E	✓	✓
At least 2 years practical experience in tree management and surgery work including tree assessment, monitoring and surgery tasks	E	✓	✓
At least a year's management experience in property maintenance	E	✓	✓
At least 2 years of supervisory experience with field staff or contractors involving an element of training	E	✓	✓
Experience in the preparation of tender documents for fieldwork by contractors	E		✓
Skills and Abilities:			
Good people management and negotiation skills	E		
Good communication and interpersonal skills, including ability to produce clear and accurate written communications	E		✓
Good analysis of information	E		✓
Intermediate level of proficiency in IT Skills and familiarity with Word, Excel and PowerPoint packages	E	✓	✓
Confidence in handling conflict	E		✓
Ability to learn new technical skills and quickly	E		✓



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Confident in the design and delivery of presentations at workshops towards the development of best practice procedures and guidelines	E		✓
Able to keep accurate legible written records	E		✓
Basic project management skills	D	✓	✓
Other:			
Excellent self-motivation but also an important team player	E		✓
Enthusiasm for forestry and facilities management	E		✓
Good awareness and knowledge of health and safety requirements in the work place	E		✓
Ability to apply objective judgement	E		✓
Operational thinker – operationally aware	E		✓
Responsive and adaptable to change	E		✓
Willing to work outdoors in all weather	E		✓
Physically robust (e.g. able to walk off road and through forest plantations where vehicles cannot reach)	E		✓
Not afraid of conflict – able to stop members of the public and question them if felt to be involved in theft of forest products	E		✓
Committed to professional development	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.