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| **Job Description** |
| **Post title** | Durham Woodland Revival Forestry Officer |
| **JE Reference No** | N10437 |
| **Grade** | 10 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – Environment & Outdoor Services |
| **Reporting to** | Durham Woodland Revival Programme Manager |
| **Location** | Your normal place of work will be County Hall, Durham, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The National Lottery Heritage Fund (NLHF) has awarded Durham Woodland Revival £432,700 to bring together organisations from the forestry sector to develop woodland habitat networks through better managed forests, new planting and community involvement across a targeted area of 200 km2 in County Durham.

The post will be responsible for frontline woodland and forestry advice for this 4-year programme worth over £820,000 in total. It will involve engaging with woodland and land owners, agents and stakeholders to provide appropriate advice to unlock the potential of woodlands.

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| **Duties and responsibilities** |

To undertake other duties and responsibilities that are commensurate with the level of the post. This job description contains the main accountabilities of the post and does not describe in detail all the duties required.

* + Provide appropriate forestry advice to private landowners for woodland management and new planting schemes.
	+ Provide appropriate advice on relevant incentives and regulations, and tree health regulations relating to forestry.
	+ Advise and assist private landowners regarding marketing and harvesting contracts and develop owner/cross supply chain collaborations.
	+ Work with other Forestry Managers, in particular Durham County Council and the Woodland Trust to look at joint marketing and harvesting contracts and other collaborative opportunities with the private sector.
	+ Identify new opportunities and follow up on existing opportunities identified in the development phase of the project.
	+ Work closely with DWR Community Officer to identify and deliver woodland management projects with local communities and woodland owners.
	+ The post also requires engagement with appropriate local groups, partnerships and key stakeholders.
	+ Maintain effective external relationships with other individuals and partner organisations as appropriate.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Degree or equivalent/Higher Diploma in forestry
 | * Membership of (or working towards) a relevant professional institute (e.g. Institute of Chartered Foresters)
* Evidence of maintaining Continuous professional Development
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| Experience | * Practical experience and understanding of forestry and woodland management
* Experience in writing and delivering Forestry Commission approved woodland management plans and grant applications.
* Experience of timber harvesting contracts
* Experience of working with farmers and landowners.
* Experience of using planning tools including GIS
 | * Experience of forestry incentives and regulations
* Experience of tree health regulations
* Experience of working with community groups and volunteers.
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| Skills & Knowledge | * An understanding of the issues and challenges facing the forestry sector in the region.
* Knowledge of landscape scale approaches to the protection and enhancement of heritage.
* High standard of IT skills.
* Demonstrable good inter-personal skills and ability to build effective relationships with a wide variety of people and partners. Good team working.
* Examine complex information and make accurate decisions.
 | * Knowledge of National Lottery Heritage Fund grant schemes
* Experience of using databases
* Experience of working with small woodland areas including access and other constraints
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| Personal Qualities | * Display enthusiasm around goals and activities – adopting a positive approach when interacting with others
* Communicate clearly, verbally and in writing to diverse audiences
* High level of self-motivation and personal organisation
* Needs to be innovative and demonstrate an ability to create and deliver new ideas that further the work of the project.
* Must be able to work outside of normal working hours.
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