



Forestry Commission
Human Resources
Silvan House
231 Corstorphine Road
Edinburgh
EH12 7AT

WORKS SUPERVISOR (HARVESTING AND MARKETING STANDING SALES) **HR09/38**

Closing date 9 July 2009

The Forestry Commission invites applications for a Works Supervisor (Harvesting and Marketing Standing Sales). The post is located at Cowal and Trossachs Forest District, Aberfoyle.

This appointment is permanent and offers an opportunity to join a high quality Civil Service pension arrangement or a stakeholder pension. This gives you the flexibility to choose the pension that suits you the best.

Selection will be by interview, probably in July, and the successful candidate will be expected to take up post as soon as possible.

BACKGROUND

The Forestry Commission reports to the Secretary of State for Environment, Food and Rural Affairs on England and GB issues, Scottish Ministers on Scottish issues and The National Assembly for Wales on Welsh issues.

The Forestry Commission leads the way in encouraging a strong forestry industry in Britain based not just on commercial success, but on a much wider appreciation of the many values that people attach to the nation's forests and woodlands. Broadly, the Forestry Commission is concerned with the formation and management of national forests, the encouragement of forestry on private estates, research development, and education. Multi-purpose use is an important aspect of forestry policy. The emphasis has widened from encouraging timber production to the provision of social and environmental benefits arising from planting and managing attractive, as well as productive, woodlands.

The Forestry Commission is a Crown Body and our staff are Civil Servants. The accompanying 'General Information for Candidates' should be read in this light as it contains information of interest to all applicants for posts in a Government Department.

The Forestry Commission aims to offer staff diverse and satisfying career opportunities. The movement of staff between the different arms of the Forestry Commission is facilitated and encouraged. We are committed to ensuring that all our staff are trained and developed to meet the needs of their respective jobs.

All staff are employees of the Forestry Commission and HR management procedures, structures and conditions of service are common to the Commission as a whole.

BACKGROUND ON COWAL AND TROSSACHS FOREST DISTRICT

Cowal and Trossachs Forest District comprises of over 69,000 hectares, of which 45,000 hectares are in the Loch Lomond and the Trossachs National Park. Within the National Park boundary are two Forest Parks: Argyll Forest Park and Queen Elizabeth Forest Park. The main office is located at Aberfoyle, with a further office at Glenbranter. The east harvesting area is situated east of Loch Lomond covering the forests in the Aberfoyle area up to and including Strathyre. This area is very popular with visitors and harvesting management of the woodlands while promoting safe access is a key delivery of the district.

The district's Direct Production harvesting programme is 60,000 m³obs and the total Standing Sales programme is 187,000 m³obs of which 20,000 m³obs is thinning

The Forest District is led by the Forest District Manager, Gordon Donaldson. The Operations team is headed by the Area Operations Manager, Bruce Sewell and the Assistant Area Operations Manager (H&M), Nick Wilby. In total the district employs approximately 70 people with 3 of these employed on a harvester and forwarder with all other production completed on direct contract or Standing Sale.

PURPOSE OF JOB

To assist the Harvesting Forester (East) in the management of Standing sale clearfell and thinning sites.

KEY WORK AREAS

- Inspect sites weekly to ensure that health and safety and environmental guidelines are adhered to; reporting and rectifying breaches when necessary.
- Manage the diaries for visits at each site.
- Communicate effectively with contractors.
- Inspect future harvesting sites preparing site plans for the business plan.
- Complete at relevant clerical procedures.
- Monitoring stock levels and product breakout on end product working sites.
- Monitoring of areas fell in relation to volume produced.
- Advise machine operators in the correct procedure during the thinning process and conduct control checks.
- Provide operational input into the forest design, work and site planning processes.
- Act as deputy to the Harvesting Forester and Direct Production Works Supervisor as required.

QUALIFICATIONS, EXPERIENCE, SKILLS AND ABILITIES

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Recent practical forestry experience 	<ul style="list-style-type: none"> Experience of harvesting and marketing Ideally you will have experience of managing harvesting & forest management operations Proven supervisory skills
Professional and Technical Expertise		<ul style="list-style-type: none"> Competent in the use of Microsoft Office Certification in the use of chainsaws Experience in towing trailers
Work with other people	<ul style="list-style-type: none"> Treat people with respect and be tolerant of diverse backgrounds, views and approaches Seek to build good working relationships Show reliability and not let people down Show flexibility within the team Know who your customers are and take responsibility for providing a service that meets customers' needs 	
Communication	<ul style="list-style-type: none"> Share own ideas, experience and knowledge with colleagues and others Listen actively and ask questions to check understanding Be an effective representative of the Forestry Commission Use the most appropriate means of communication. 	
Deliver Results	<ul style="list-style-type: none"> Prioritise and organise own time and resources effectively day to day Adjust plans when workload and priorities change or difficulties occur and suggests options if deadlines cannot be met Work without prompting and progress tasks using initiative Focus on results and getting the job done 	
Learn and apply	<ul style="list-style-type: none"> Take responsibility for own work, admitting to and learning from experience and mistakes Be aware of own strengths and development needs and be proactive in developing own performance Look ahead to identify potential problems Be open and responsive to constructive feedback on performance Encourage others to put forward practical ideas and innovative solutions 	
Other	<ul style="list-style-type: none"> The duties of this post require that applicants hold a full driving licence that enables them to drive in the UK. However, the Forestry Commission is willing to consider any proposals put forward by disabled applicants, whose disability prevents them from driving, that would allow them to do the job by another means. 	

AGE

There are no age limits though regular and effective service is expected for a reasonable period before reaching a retirement age between 60 and 65.

NATIONALITY

See the Nationality section of the leaflet 'General Information for Candidates'

REWARDS AND BENEFITS

The core package includes:

- A choice between a Civil Service pension or stakeholder pension scheme.
- 25 days annual leave and 10.5 public and privilege holidays
- interest free loans
- flexible working patterns

The starting salary is £18,281. Subject to effective performance, progression through the Pay Band will be made through incremental steps. Salary is paid monthly in arrears by credit transfer.

Candidates who have the relevant qualifications and experience required for the role will start at the minimum of the pay band. On the recommendation of the Selection Board, a higher starting salary will only be authorised if you have qualifications and/or experience considered to be of exceptional special value.

If you are already a Civil Servant, a more favourable salary than is allowed for above may be offered. The Forestry Commission reserves the right to set the starting salary but will give fair and reasonable consideration to an officer's position and status in their present Department when making an offer.

HOURS

Staff normally work a 5-day week of 42 hours, including lunch intervals. If attendance on a Saturday (or other non working day) is required in addition to normal working hours, payment at overtime rates or compensating time off may be given.

ANNUAL LEAVE

In addition to the usual public holidays, there is an annual leave allowance of 25 days rising to 30 days after 5 years total service.

PROBATION

You will be on probation for 8 months. If you are an existing Civil Servant taking up a post in a higher grade, we may require you to serve a probation period. However, if the probationary service is unsatisfactory you will revert to your previous grade.

LOCATION

You will be based at Cowal and Trossachs Forest District, Aberfoyle, Stirlingshire, FK8 3UX.

TRAVEL ON OFFICIAL BUSINESS

Where officers are required to travel by road on official business, depending on the extent of travelling there will be provision of an official vehicle, a lease car or mileage allowance for the use of a private vehicle.

PENSION

New entrants to the Forestry Commission will have the choice to join the Civil Service pension arrangements, which include a valuable range of benefits. Should you be successful in your job application, more details about your pension options will be made available to you a week before your start date. Alternatively you can access this information on the Civil Service web site: www.civilservice-pensions.gov.uk

APPLICATION

Your completed application forms together with a concise CV must reach the Forestry Commission marked for the attention of Jillian Buchan, HR Operations, Forestry Commission, 231 Corstorphine Road, Edinburgh, EH12 7AT by 9 July 2009.

The Commission will select candidates for interview and make arrangements for the Selection Board as soon as possible after the closing date. A late application can only be accepted if it is possible to deal with it under the arrangements already made when it is received.

SELECTION

Candidates who, on the basis of the application form appear to have the most relevant qualifications, skills and experience will be invited for interview. It is thus essential for you to give a full but concise description of the nature, extent and level of the responsibilities you have held. For this reason it is important that you allow adequate time to complete the application documents.

INTERVIEW

The Selection Board will normally consist of 3 interviewers who will question you mainly on subjects connected with your academic and/or work experience and your job-related achievements and interests. The Board's main aim will be to gain an insight into your ability to communicate, your personal and interpersonal skills, your intellectual, and professional ability. The Selection Board will recommend to the Commissioners the candidates most suitable for appointment.

If you are successful, the Forestry Commission will carry out enquiries into your age, nationality, health and other matters, to ensure that you are qualified for appointment. To enable these enquiries to be completed, we will require to see your original birth certificate and/or passport, as well as your educational certificates. When the enquiries are completed satisfactorily, the Commission will then make you a formal offer of appointment.

EQUAL OPPORTUNITY

The Forestry Commission is committed to providing equal opportunities for all sectors of the community, irrespective of age, disability, ethnicity, gender, marital status, religion, sexuality, transgender and working patterns.

FURTHER INFORMATION

Details of **all** of the Forestry Commission's current vacancies are listed on our website at the address www.forestry.gov.uk/vacancies where adverts, job specifications and application forms are available for you to download and complete.

Unfortunately, we are not yet able to receive applications on-line. We are in the process of developing the facilities required and these will be available to you in due course.

OPEN AND FAIR COMPETITION

The Forestry Commission's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of open and fair competition as outlined in the Civil Service Commissioners' Code, which can be found at www.civilservicecommissioners.org. If you feel your application has not been treated in accordance with the Code and you wish to make a complaint, you should contact Lindsay Macpherson (lindsay.macpherson@forestry.gsi.gov.uk) or care of HR at the above address) in the first instance. If you are not satisfied with the response you receive, you can contact the Office of the Civil Service Commissioners.

Forestry Commission

