



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

## **HR09/43 BIOMASS DEVELOPMENT OFFICER**

**Closing date: 13 July 2009**

The Forestry Commission invites applications for a Biomass Development Officer for a 2 year Fixed Term Appointment. The post is located at the Central Scotland Conservancy office in Hamilton.

This appointment 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 CENTRAL SCOTLAND CONSERVANCY**

Central Scotland Conservancy is responsible for promoting, controlling and regulating all aspects of woodland management within the Central Scotland region. The region's current woodland resource extends to roughly 140,000 hectares, spread across a range of diverse landscapes. The region includes half of all Scottish local authorities and with a population of over 3 million people, covers nearly two-thirds of the Scottish population. It also includes the two main cities in Scotland, Glasgow and Edinburgh. Whilst predominantly an urban region, parts of the Lothians, Fife, Clyde Valley and Ayrshire (including Arran) have a more rural geography.

The Conservancy aims to provide a clear focus on urban forestry and urban regeneration issues throughout Central Scotland. It leads on the development of the FC Scotland Woodlands In and Around Towns (WIAT) programme, which seeks to find ways of moving woodland expansion and forestry activity closer to where the people of Scotland live and work. A range of grant incentives supports the Woodlands In and Around Towns Programme in the Region.

Central Scotland has a key role to play in the delivery of the Scottish Biomass Action Plan. There is growing interest in the Conservancy in the use of biomass for energy from Forest, Agriculture and other waste streams. Significant interest is also developing in the conversion of agricultural, domestic and catering by-products through anaerobic digestion. A well-developed woodfuel supply chain exists, and demand for woodfuel has been building slowly and is set to expand. There is considerable scope to accelerate the growth in use of biomass.

The FCS Biomass Advice Network provides information and advice to the public on woodfuel across Scotland. The network consists of 4 Biomass Development Officers based in South Scotland, Central Scotland, Perth & Argyll and Grampian Conservancies. There is a part-time role in Highland, where the Conservancy works closely with Highland Birchwoods. Administrative support is provided to the network by two administration staff based in Highland and Central Scotland Conservancy.

The Central Scotland Conservancy is headed by Keith Wishart and has 22 members of staff. The post-holder will be responsible to Keith Wishart as Reporting Officer and to Rebecca Carr as Confirming Officer.

## **PURPOSE OF JOB**

To promote and co-ordinate the development of biomass within Central Scotland.

## KEY WORK AREAS

The demand for biomass is predicted to significantly increase over the next 2 years. You will therefore be expected to work with this and to develop the supply chain.

1. Provide advice on and promote the use of biomass. You will:

- Identify and provide relevant information, advice and support to organisations considering biomass as a fuel source.
- Identify funding opportunities for biomass development (ie, specific project development), support enterprises in accessing grants and ensure prospective interests are aware of these.
- Work closely with colleagues in the Agricultural department to take advantage of their expertise in relation to on farm conversion of co-products.
- Monitor information and analysis of all matters pertaining to woodfuel and set-up key performance indicators to assess the performance of the biomass sector in the region
- Work with colleagues in other public agencies as necessary to provide a joined-up and co-ordinated approach to developing the potential of biomass as a source of sustainable energy

2. Provide help and support in administering support schemes for biomass. You will be responsible for the line management of one full time administrative officer responsible for the delivery of Scottish Government grant schemes and providing general support for the network of Biomass Development Officers.

- Act as a Specialist Advisor on Biomass applications under the various elements of the Scottish Rural Development Plan (SRDP) and to ensure take up of support for the sector.
- Help administer any form of grant available under any Scottish Biomass Heat Scheme and any other suitable Scottish Government support scheme.
- Raise awareness of Forestry Commission Scotland administered grant schemes and other biomass-related grant schemes through organising events and publicity as required.
- Make initial contact with potential applicants to grant schemes and provide advice on development opportunities. Support applicants in developing and completing applications.

3. Deliver work streams under the Lowlands & Uplands Biomass Advice Network project (part-funded by the European Regional Development Fund) You will:

- Set up and administer Regional Biomass Forums
- Deliver specific work packages under the programme as part of the Forestry Commission Scotland Biomass Advice Network in co-operation with other RBAN officers
- Work with biomass colleagues to co-ordinate publicity, information provision and woodfuel development at a national level.
- Ensure effective connections are made between users and the supply chain and facilitate the sourcing of appropriate supply for large users.
- Help implement the recommendations and general thrust of the various policy support documents relating to biomass and related subjects
- Organise and manage seminars promoting biomass to local authorities, public bodies, architects and developers.
- Collate and maintain a technical and stakeholder information database.
- Help put in place a suite of demonstration sites and events as well as training packages as required in suitable locations across the area of responsibility
- Lead on the development of the web site [www.usewoodfuel.co.uk](http://www.usewoodfuel.co.uk) and explore opportunities for online biomass forums and e-commerce.
- Strengthen links with the agricultural sector on biomass including developing the potential of Farm Woodlands for bio-mass supply
- Explore opportunities for businesses to produce and use biomass from diverse sources (e.g. waste material, urban woodlands, arboricultural arisings etc).

## QUALIFICATIONS, EXPERIENCE, SKILLS AND ABILITIES

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience in business development, biomass, timber processing, woodfuel technology and/or biomass and related sectors.</li> <li>• A proven track record of project management and partnership working is highly desirable</li> </ul>
<b>Professional and Technical Expertise</b>	<ul style="list-style-type: none"> <li>• Degree or higher qualification relevant to renewable energy, business development, timber processing or forestry</li> <li>• Confident in the use of Microsoft Office programmes such as Word, Excel, Access, PowerPoint and Outlook</li> </ul>	
<b>Work with other people</b>	<ul style="list-style-type: none"> <li>• Treat people with respect and be tolerant of diverse backgrounds, views and approaches</li> <li>• Recognise when help is needed and willingly offer support to colleagues</li> <li>• Show flexibility within the team</li> <li>• Understand customer needs through maintaining regular contact and building effective relationship</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ensure communication channels work upwards as well as downwards and include all stakeholders</li> <li>• Actively develop a relevant network of formal and informal contacts to be aware and informed of possible future developments</li> </ul>	<ul style="list-style-type: none"> <li>• Seek feedback from customers on their needs and report back on the actions taken</li> </ul>
<b>Deliver Results</b>	<ul style="list-style-type: none"> <li>• Prioritise and organise resources to deliver to time, budget and agreed quality standards</li> <li>• Monitor budgets and warn managers of potential under or over-spends</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiate with local suppliers and service providers to obtain best value for money</li> <li>• When managing projects consistently deliver to time, cost and quality standards</li> </ul>
<b>Learn and apply</b>	<ul style="list-style-type: none"> <li>• Consider a variety of options and concentrate on achieving a solution not just on analysing the problem</li> <li>• Take timely, consistent and impartial decisions based on sound information and risk assessment, but know when to refer upwards for a decision</li> <li>• Build, maintain and improve relationships with key external partners to achieve best practical outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Understand how own technical area/professionalism fits into the wider picture and the likely impact of own actions on other areas</li> </ul>

## **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 £27,776. 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. (Pro rata for part-time staff.)

## **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 Central Scotland Conservancy, Bothwell House, Hamilton, ML3 0QA.

## **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](http://www.civilservice-pensions.gov.uk)

## **APPLICATION**

Your completed application forms together with a concise CV giving full details of experience must reach the Forestry Commission marked for the attention of Jillian Buchan, HR Operations, Forestry Commission, 231 Corstorphine Road, Edinburgh, EH12 7AT by 13 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](http://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](http://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](mailto: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

