



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

HR09/50

Closing date 14 July 2009
(See also the application paragraph)

The Forestry Commission invites applications for a Part-Time Receptionist. The post is located at North East England office at Eals Burn, Bellingham.

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 2009, 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 NE ENGLAND REGION

The unit is headed by Graham Gill and has 98 members of staff. North East England is responsible for managing 73,000 hectares of Forestry Commission land and forests mainly in North East Region. The aim is to produce a wide range of public benefits, economic, social and environmental, through

sustainable multi-purpose forest management; to do so economically and efficiently; and in accordance with the England Forest Strategy and the North East's Regional Forest Strategy. Annual timber production is 540 000m³ of which 280 000m³ is direct production utilising a FC fleet of 4 harvesters and 4 forwarders as well as contractors. The annual restocking programme is 920 ha. Much of the forest in the district is upland spruce forest, while forests towards the east and south of the district are more varied in soils and species

PURPOSE OF JOB

You will act as receptionist for the North East England office at Eals Burn, Bellingham, operating the switchboard and meeting and greeting visitors. You'll also carry out administrative duties such as dealing with the mail

KEY WORK AREAS

- Manage office phone system
- Respond to radio and safety system
- Greet and direct customers who visit the office
- Open and prepare mail for posting.
- Gather event details from various sources.
- Monitor NEE Region content of FC website

QUALIFICATIONS, EXPERIENCE, SKILLS AND ABILITIES

| | Essential | Desirable |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Experience | A minimum of 5 GCSEs or equivalent (A-C passes) including English and/or significant experience in working in an administrative /financial post. | |
| Professional and Technical Expertise | Competency in MS Word, Excel and Outlook | |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Work with other people – supporting and co-operating with colleagues and others to produce better results (FC values – teamwork, respect)</p> | <p>Seek to build good working relationships with others</p> <p>Be approachable, open, polite and helpful to others</p> <p>Know who your customers are and take responsibility for providing a quality service that meets customers' needs.</p> <p>Be polite and helpful at all times</p> | |
| <p>Communication – freely sharing information, knowledge and experience (FC values – communication)</p> | <p>Use the most appropriate means of communication</p> <p>Ability to communicate effectively with customers at all levels internally and externally, both orally and in writing.</p> <p>Make use of appropriate IT tools to increase efficiency</p> <p>Be an effective representative of the team/FC</p> | |
| <p>Deliver Results – making best use of available resources to achieve objectives, meet standards and customers needs (FC value – professionalism)</p> | <p>Prioritise and organise own time and resources effectively day to day</p> <p>Adjust your plan when workload and priorities change or difficulties occur and suggests options if deadlines cannot be met</p> <p>Plan ahead to meet agreed deadlines and objectives</p> | |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Learn and apply – seeking out opportunities to improve ourselves and the Forestry Commission (FC values – learning, creativity)</p> | <p>Using your initiative, look for ways to improve the way in which we work and put forward suggestions for change</p> <p>Be open to change and show a willingness to learn new ways of doing things and new areas of knowledge</p> <p>Keep knowledge and skills for the job up to date</p> | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

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 pro rata
- interest free loans
- flexible working patterns

Your starting salary will be £3274 per annum pro rata to a full-time rate of £16,154. 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

You will be contracted to work 7.5 hours on a Friday. 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 North East England office at Eals Burn, Bellingham.

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 giving full details of experience must reach the Forestry Commission marked for the attention of Gillian Cornelius, HR Services, Forestry Commission, 231 Corstorphine Road, Edinburgh, EH12 7AT by 14 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

