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| Job Title: Great Western Community Forest Projects Officer | Role Profile Number: OPN94 |
| Grade: N | Date Prepared: August 2020 |
| Directorate/Group: Economy and Development | Reporting to: Great Western Community Forest Lead Officer, Masterplanning Design & Conservation Team |
| Structure chart: | No |

Reporting Structure

A copy of an organisation chart, showing where the role fits into the Team and the Directorate is attached to this Role Profile (Appendix A).

Role Purpose

- To lead on work with landowners, land managers, local communities and partner organisations to promote and achieve woodland creation and tree planting objectives of the Great Western Community Forest (GWCF).
- To help meet Swindon Borough Council’s ambitions for enhanced woodland creation in relation to climate change mitigation and adaptation and related objectives for improving health and wellbeing and nature recovery.
- To develop a full span of project activities from identifying opportunities, project inception, feasibility testing and design through to woodland creation and tree planting, project management and monitoring.
- To work within a cross-disciplinary and specialist team including arboriculture, landscape architecture, ecology, masterplanning, pollution control, urban design and heritage conservation as well as across wider local authority and partnership functions.
- To feed into the creation, development and application of protocols and processes for accelerating woodland planting both locally for GWCF and nationally, working with England’s Community Forests.
- To secure future resources to enable woodland planting and community forestry in the longer term.

Key Accountabilities

- Use initiative, people and negotiation skills to work with local communities, landowners, and land managers across the GWCF to identify opportunities for woodland creation and tree planting. Opportunities will be sought on publically and privately owned land and in urban, peri-urban and rural settings.
- Secure design and delivery of planting schemes: ensuring compliance with regulatory requirements including environmental impact assessments for woodland and upholding relevant industry standards such as those set out in the UK Forestry Standard and associated British Standards (notably BS 8454:2014 Trees and BS 42020:2013 Biodiversity).

- Provide technical advice to land managers on tree planting, aftercare and woodland management.
- Identify, initiate contact and work closely with communities to enable them to actively engage with the design, planning, planting and management of schemes.
- Monitor schemes to ensure compliance with health and safety regulations and contract specifications and follow up on maintenance and management requirements to ensure successful establishment and long term survival of trees and woodlands.
- Ensure accurate and timely recording of all scheme data compliant with the General Data Protection Regulation and including those related to project activities, contacts, ownerships, limitations, risks and costs.
- Administer projects in accordance with Council standing orders and governance protocols, including the preparation of reports, business cases, capital bids, briefing and decision notes.
- Support and lead on aspects of development of new procedures and protocols for grant administration, scheme accreditation and monitoring.
- Support and lead on opportunity mapping and tree data information to establish the woodland creation potential across the GWCF area including a coordinated landowner engagement plan to bring forward sites and promote woodland creation.
- Identify, develop and raise awareness of additional sources of funding to support tree planting, and woodland creation and management such as those from partner organisations, businesses, and developing markets including carbon and biodiversity offsetting.
- Work collaboratively, develop and maintain effective external relationships with a range of internal and external partners including councillors, community and residents' groups, and other organisations helping to meet objectives of the GWCF.
- Support and lead on aspects of a multi-media communications programme to promote low carbon and environmental benefits of tree planting across the GWCF and wider England Community Forest programme.
- Represent the GWCF within England's Community Forest network.

Supplementary Accountabilities

- Professional and flexible in approach to all duties and responsibilities.
- Promote equality and diversity best practice in all areas of work.
- Ensure that any identified personal training needs are discussed with the immediate supervisor including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development.
- In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself

or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

- You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided.
- Undertaking any other duties that can be accommodated within the grading level of the post.
- The Council is committed to working in a manner, which does not discriminate against any individual or group regardless of ethnic origin, sexual orientation, disability, age, religion or gender.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

Experience

- Extensive experience of successfully implementing landscape/land management schemes in urban and/or rural settings.
- Proven success of working with stakeholders including communities, senior officers and council Members, partner organisations and businesses in the development and the delivery of projects.
- Experience of contract management, and working with contractors ensure project objectives are fulfilled and delivered on time and on budget.
- Presentation skills, and ability to write clear, complex and accurate reports to enable proposals and work programmes to be communicated to colleagues and external agencies, members of the public and Council Members.
- Project management and record keeping skills to enable delivery of projects in accordance with project briefs, to specification, budget and time scale.
- IT proficiency including awareness of mapping systems and to enable production of documents, reports, spreadsheets and general correspondence.
- Experience of collaborative working with a range of external partners and strong communication skills : Able to liaise, negotiate and work effectively with a different parties and partners, as well as writing press releases and carrying out other publicity, developing website content and effective use of social media
- A self-starter, well organised individual who demonstrates passion about the benefits of tree and woodland planting for the environment, biodiversity gain and the delivery of community forestry.
- A full understanding of Community Forest work and evidence of appropriate work experience in Local Authority or community forestry
- Ability to work on site alone, work undertaken outdoors can include visiting remote locations and working in inclement weather and accessing rough terrain
- Ability to make site visits, Full driving licence.
- Fluent in the English language (as a requirement of Part 7 of the immigration Act – for the effective performance of the role).

Qualifications

- Educated to degree level (with honours) in a land-based discipline, (or foundation degree qualification and high level of demonstrable relevant experience).
- Evidence, through qualifications (or compensatory practical experience) of a high level of understanding and knowledge land management in urban and/or rural settings.
- Relevant professional accreditation or willingness to acquire.
- Up to date knowledge, understanding and experience of project management techniques including working with contractors and the use of spreadsheets, databases and monitoring tools.
- Good IT skills including Microsoft Office suite, GIS and Adobe.

Decision Making

- Work planning: organising project work tasks to ensure efficient time management and project delivery. Many projects are subject to seasonal considerations. Impact of decision affects measurable outputs
- Financial: integral part of project development and implementation. Impact of decisions affect efficient expenditure and the ability to meet project budgets
- Communications: Identifying appropriate means and timing for communicating projects to a range of audiences: both internal within the Borough and external partners, organisations, and the general public
- Stakeholder engagement: identifying effective and efficient ways to engage a wide range of stakeholders in the development and delivery of projects.
- Risk assessment: assessing levels of, and making decisions with regard to risk associated within project development and delivery

Creativity and Innovation

- Project inception, design and implementation. Each project is different and will require different approaches in the context of location, communities and landowners.
- Feasibility studies, environmental assessments and project plans require the ability to consider and analyse a broad range of factors. Project design and recommendations demand analytical skills, problem solving, creative thought and professional experience.
- Developing presentation techniques and means of communication to engage a wide range of audiences.
- Use of new and emerging technologies particularly in the field of Geographical Information systems
- Identifying and applying for new and external sources of funding.
- Able to think strategically at a landscape level and contribute to strategic plans and policies.
- Work on own initiative to manage own activities and contribute to long terms activities and objectives, Creativity and innovation is a feature of the job along with the ability to interpret issues and problem solve to secure best outcomes for the project(s).

- Use independent analysis and judgement to secure optimum outcomes for the project through liaison, collaboration, negotiation and good interpersonal skills and knowledge of the local rural/urban and political context.

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| <p><u>Job Scope</u></p> <p>Number and types of jobs managed N/A</p> <p>Typical tasks supervised/allocated to others</p> | <p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p> | <p>No</p> |
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Contacts and Relationships

- Local authority council officers within Borough, Parish and Town Councils
- General public
- Local authority Members within Borough, Parish and Town Councils
- Partner Organisations including DEFRA, Community Forest and Natural England
- Businesses including Landowners, Tennant Farmers, Trusts and volunteer bodies

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| <p>Employee Signature:</p> | <p>Print Name:</p> |
| <p>Date:</p> | |
| <p>Service Manager:</p> <p>Line Managers:</p> | <p>Print Name:</p> |
| <p>Date:</p> | |