

NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION

Post Title: Programme Manager (Great Northumberland Forest)		Service: Economy & Regeneration Service		Office Use
Grade: Band 10		Workplace: County Hall and other locations in accordance with the Councils Agile working policy		JE ref: 3795 HRMS ref:
Responsible to: Head of Economy and Regeneration		Date: January 2021	Manager Level:	
Job Purpose: To provide leadership and effective management, using a wide degree of discretion and initiative, of the development and delivery of the Great Northumberland Forest (GNF), and any associated programmes and/projects. To work constructively with partners and stakeholders, including through the coordination of the Northumberland Tree Partnership (NTP), to establish an agreed approach, as to where tree planting including new woodlands and forests will be welcomed as contributing to the localities future rural economy and community cohesion, environment – and critically, will attract private sector investment.				
Resources	Staff	Will direct the work of at least 3 members of staff who will often be working remotely and the offices of partner organisations. Responsible for directing work and tasks to other staff across the organisation, external partners and appointed consultants involved in the delivery of the programmes.		
	Finance	Directly responsible for project budgets, both capital and revenue, secured for the Great Northumberland Forest includes up to £10 million from the Nature for Climate Fund over the next 5 years. Gives significant financial and grant management advice to farmers, landowners, businesses, and community organisations interested in investing in tree, woodland and forestry planting.		
	Physical	Responsible for the security and safe use of laptop and private sector commercial interest data contained upon it.		
	Clients	Work constructively with a wide variety of internal services and external clients (businesses, landowners, farmers, public sector partners and VCS organisations). Significant interaction with DEFRA, and associated agencies and organisations (including Forestry Commission, Forestry England, Natural England, Environment Agency, Northumberland National Park Authority, AONBs) at all levels of seniority.		
Duties and key result areas: <ul style="list-style-type: none">• To lead the strategic development and delivery of the GNF and the coordination of the NTP.• To manage and coordinate the overall delivery of the Partnership vision, mission and objectives by developing, implementing and operating an effective and efficient programme management framework.• To be responsible for the achievement of programme targets and outcomes in accordance with external funding requirements.• To manage the budget secured to deliver the GNF, including up to £10million from the Nature for Climate Fund over the next 5 years.• To proactively work with farmers, landowners and other stakeholders to develop suitable planting projects appropriate to specific locational needs.• To lead and manage the programme delivery team including the undertaking of appraisals, staff development and performance management.• To provide professional advice and guidance on the availability and eligibility of external funding and grants to facilitate tree, woodland and forestry planting• To proactively promote to and support landowners and farmers to plant trees on their land as part of a commercial element of their enterprise but also work with Forestry England to identify appropriate opportunities to maximise and extend their commercial estate. As such the post-holder will have a significant influence on enforcing regulations of both existing land management regimes and land acquisitions.• To act as the primary lead officer for the programme with DEFRA ensuring they are fully informed at all times of the progress of the programme.• To champion and promote the principles of natural capital and environmental sustainability within the delivery of the GNF and the operation of the NTP in accordance with the Government's 25-Year Environment Plan• To prepare regular progress reports for communication and publication, detailing the aims of the project, the activity undertaken, and the outcomes achieved whilst responding to questions and taking responsibility for following up subsequent actions.				

- To develop effective and constructive relationships with external partners (business, public and VCS organisations) and colleagues across the Council in order to promote and secure effective partnership arrangements for the delivery of the programme.
- To put in place and manage effective consultation and engagement processes with local communities to promote the GNF and the work of the NTP. This will include coordinating and attending events and meetings, delivering presentations and using a range of promotional tools, including social media to raise the profile of the work.
- To actively seek, record and act upon stakeholder feedback to inform development and improvement of the NTP and GNR.
- To share learning, best practice and other relevant information with other equivalent initiatives across England.
- To manage all procurement necessary for the service, ensure all procedures are followed throughout the team.
- To represent the Council at local, regional and national meetings with respect to the GNF and NTP.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders will be expected to undertake duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Involves frequent travel to meetings, sites, projects and other locations throughout the county and beyond. In particularly visiting potential planting sites, current examples of tree planting and other similar landscapes.
Working patterns:	Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	Frequent exposure to working outdoors including visits to potential planting sites, current forests and woodland, rural businesses, farms etc.

PERSON SPECIFICATION

Post Title: Programme Manager (Great Northumberland Forest)	Service: Economy & Regeneration Service	Ref: 3795
Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree level or equivalent professional qualifications in forestry, land use planning, environmental management, or a related subject Extensive understanding of relevant legislation, regulations, policy, best practice and procedures in relation to European and external funding sources Member of relevant professional body (e.g. Institute of Chartered Foresters) Commercially aware and can interpret budget and financial statements Extensive knowledge and experience of using GIS Mapping Evidence of continued professional development	Qualification or relevant significant experience of land / woodland management or policy. Qualification in Business case development, Project management, appraisal or evaluation	
Experience		
Proven experience in land, forestry or environmental management. Proven track record of engagement with stakeholders, developing constructive partnerships and effective business relationships to meet policy objectives, and delivering results on the ground. Clear understanding of strategic forestry and rural land use issues in England. Experience of managing a team including undertaking appraisals and managing performance Extensive recent experience of grant funding regulations and programmes Extensive experience in the provision of advice, support and funding to businesses and experience of working in an environment with many conflicting priorities and navigating/negotiating a way forward to the agreement of all. Extensive experience in the development and delivery of externally funded projects. Extensive experience in drafting business cases/funding applications. Extensive experience in undertaking appraisals of businesses cases and tree planting schemes A successful track record of engaging effectively with others at all levels and building productive partnerships with key stakeholders including all types of landowners and managers Demonstrable skills in influencing the long-term development and the successful delivery of key plans within the Defra Group and/or the forestry sector Relevant experience in interpreting policies, procedures and grant regulations.	Extensive direct financial management experience including large scale public/private funded programmes or schemes. Experience of project management software systems A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners	
Skills and competencies		
Advanced IT skills and able to effectively use IT to achieve work objectives Excellent organisational skills with the ability to react quickly and handle a diverse and complex portfolio of projects		

Commented [JR1]: Confirm that this is an essential qualification

Excellent interpersonal and communication skills to relate effectively to and command respect, trust and confidence of internal colleagues and Senior Managers, officers within external funding agencies, project applicants, Council members and other stakeholders Well-developed networking, partnership and support skills Effectively expresses views using appropriate means depending upon the audience Strong analytical skills and an aptitude for developing innovative solutions to complex problems Ability to independently propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions Numerate and skilled at analysing/reasoning with complex business-related statistics Advanced written skills with an aptitude to effectively make funding justifications and activity descriptions Persistence in applying a methodical approach to problem solving Negotiation skills and able to persuade others to an alternative point of view Maintains a professional demeanour in stressful and difficult situations		
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items		
Daily exposure to working outdoors including visits to potential planting sites, current forests and woodland, rural businesses, farms etc		
Need to maintain general awareness with prolonged periods of enhanced concentration		
Weekly contact (as a minimum) with public/clients in dispute with the County Council, requiring the ability to remain calm and logical in difficult situations.		
Ability to manage conflicting priorities from a range of different external and internal clients in line with funding guidelines and within tight deadlines		
Motivation		
Highly motivated with the ability to motivate others Self-managing motivated, driven individual with minimum need for supervision or Executive intervention or instruction Models and encourages high standards of honesty, integrity, openness, and respect for others Promotes and encourages a Partnership approach to working Proactive and achievement orientated Works with no direct supervision		
Other		
The post will require working throughout the program area. Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g., case studies/visits

Commented [JR2]: Nature of the job is such that the postholder will potentially have daily exposure to working outdoors

Commented [JR3]: Agree that this will be an essential demand of the post

Commented [JR4]: Think this will at least be on a weekly basis

Commented [JR5]: Agree that this will be an essential demand of the post