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| **Job Description** | |
| **Post title** | Woodland & Tree Officer (Heart of the Pennines Forest) |
| **JE Reference No** | N10678 |
| **Grade** | 10 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB |
| **Reporting to** | Nature Recovery Co-ordinator  (Please note – officers recruited to the Yorkshire Dales National Park role will have a different line management arrangement) |
| **Location** | Your normal place of work will be North Pennines AONB Partnership’s Office, Stanhope, but you may be required to work at any Council workplace within County Durham or at any designated workplace in the North Pennines. (Please note - officers recruited to the Yorkshire Dales National Park role will have a different office base) |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The National Association of the AONB’s Colchester Declaration in 2019 puts Nature Recovery at the front and centre of all AONB activity. We have ambitious plans for nature recovery in the North Pennines AONB and are involved in developing two Local Nature Recovery Strategy (LNRS) pilots in Cumbria and Northumberland and lead the Durham Ecological Emergency Board who will develop the Durham LNRS.

Our nature recovery vision includes ambitious targets for increasing the cover of trees and shrubs through the development or planting of more scrub, wood pasture and open woodland in our uplands, and its good management. Restoration of natural processes is at the heart of our thinking but short-term measures to kick-start nature recovery through planting and grazing and browsing control will be a key component of our work. As an example, we have recently led on a partnership project to start restoring nature on a 1000ha shooting estate, which included new tree cover over 130ha.

**The Heart of the Pennines Forest** is a project developed jointly with the Yorkshire Dales National Park Authority and the Yorkshire Dales Millennium Trust to increase tree cover in the AONB and in the Cumbrian part of the YDNP.

Your work will be focussed on one of two areas: County Durham (North Pennines AONB) or Cumbria (North Pennines AONB and Yorkshire Dales National Park), although some flexibility will be required. A part-time officer recruited for the YDNP role will be managed by and based in the YDNP.

You will advise landowners on woodland management planning and the design and implementation of appropriate woodland creation, tree planting and natural regeneration schemes.

You will advise on, and help secure, funding for landowners using a variety of available funding mechanisms.

You will work collaboratively with government agencies, partner organisations, land managers and volunteers to safeguard and increase our woodland and tree natural capital for all the natural services it provides: nature recovery, carbon storage, pollution remediation, engagement with nature and natural flood management.

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| **Duties and responsibilities** |

To undertake other duties and responsibilities that are commensurate with the level of the post. This job description contains the main accountabilities of the post and does not describe in detail all the duties required.

* To design woodland planting, tree planting and natural regeneration schemes which lead to increased tree cover in and around the North Pennines, and which fit with the objectives in the North Pennines AONB Management Plan (including the principle of ‘right tree, right place’) and deliver the objectives of our delivery and funding partners (in the first instance including Yorkshire Dales National Park Authority and Woodland Trust)
* To provide appropriate advice & support to landowners relating to woodland and wood pasture management, tree planting, aftercare, management and maintenance, regulations and incentives
* On occasion to take responsibility for the management of legacy woodland creation schemes where the AONB Partnership has taken on management agreements to do so
* To engage with funding, landowning, community and agency partners as needed to secure funding, permissions, support and to ensure compliance with all regulations
* To manage project budgets as appropriate
* To keep good records relating to finance, ownership, survey, design, maintenance and compliance
* To supervise such contractors as may be appointed to develop specific projects within the officer’s main areas of responsibility
* To provide internal communication across the team in relation to project work
* To report as required, to relevant bodies of the North Pennines AONB Partnership and its partner authorities on issues and action in the North Pennines AONB for which the post holder is taking the lead
* To help to ensure that action undertaken within the AONB is consistent with and complementary to the purpose of AONB designation / UNESCO Geopark status
* To undertake other duties as required, consistent with the responsibility level of the post, as directed by the Programme Development Manager, and/or Senior Management Team

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Higher Diploma level (Level 5) in conservation, ecology, environmental management, forestry or a related subject | * Membership of (or working towards) a relevant professional institute (e.g. Institute of Chartered Foresters) * Evidence of maintaining Continuous professional Development |
| Experience | * Excellent track record in project management of nature conservation/recovery schemes * Proven experience of a range of tree planting/establishment schemes and aftercare. * Proven ability to forge, influence and maintain successful partnerships with a wide range of individuals and organisations. * IT literate with experience of using databases and Geographical Information Systems * Good understanding of climate change and carbon reduction issues. * Experience of Protected Landscapes and their management. | * Dealing with a broad range of people and their communities and representative organisations. * Forestry incentives and regulations * Tree health regulations * Working with community groups and volunteers to deliver conservation projects. * Experience of budget control and successful funding applications for land-based schemes. * Experience of deer damage monitoring and/or deer control |
| Skills & Knowledge | * Ability to communicate effectively both orally and in writing, including good report writing and presentation skills * Demonstrable good inter-personal skills and ability to build effective relationships with a wide variety of people and partners. * Knowledge of the many different stakeholders and their role in upland land management, especially the conservation, farming and moorland owning communities. * Political awareness and a good knowledge of project and budget management procedures and techniques | * A broad understanding of publicity and promotion including the use of social media. |
| Personal Qualities | * Ability to work using own initiative, to generate ideas and to motivate others * An organised approach to work and a capability to work under pressure of deadlines   Ability to be self-reliant and work without close supervision.  Willingness to work outside normal office hours on occasions.   * Ability to develop ideas and present them persuasively   Must be reliable, efficient and able to demonstrate sound judgement.   * Access to a car or means of mobility support (if driving must have a current valid driving licence and appropriate insurance). | * A personal commitment to and interest in protected landscapes, conservation and rural environments. |