# JOB PROFILE

## Forest Manager Scotland– Rural Estate

<table>
<thead>
<tr>
<th>Term of appointment:</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Glenlivet Estate Office</td>
</tr>
<tr>
<td>Responsible to:</td>
<td>Head of Property</td>
</tr>
<tr>
<td>Staff directly managed by job holder:</td>
<td>None</td>
</tr>
<tr>
<td>Internal contacts:</td>
<td>Rural Team</td>
</tr>
<tr>
<td></td>
<td>Finance</td>
</tr>
<tr>
<td></td>
<td>Communications</td>
</tr>
<tr>
<td>External contacts:</td>
<td>Managing agents</td>
</tr>
<tr>
<td></td>
<td>Contractors</td>
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<td></td>
<td>Government Agencies</td>
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<td></td>
<td>Tenants</td>
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<tr>
<td></td>
<td>Timber Merchants</td>
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<td></td>
<td>Neighbours &amp; Partners</td>
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## Job objective(s):

- To oversee the direct management of all in-hand commercial woodlands in Scotland (Glenlivet, Fochabers, Applegirth and Whitehill) ensuring the effective implementation of forest/woodland management plans and forest management policy and procedure according to best practice.

- To maximise commercial value through appropriate silvicultural management, timber marketing and budget management.

- To ensure all forest management activities comply with the UK Woodland Assurance Standard (UKWAS) and relevant best practice guidelines.

- To be involved in all other related Crown Estate Scotland forest and woodland management activities across the UK as required.

## Authorities:

- Operate within the framework of authority agreed by the Head of Property and Chief Executive of Crown Estate Scotland.
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Key Tasks:

Financial Management

- Ensure commercial management objectives are delivered in-line with Rural Business Plan targets.
- Manage all relevant forest estate budgets as required complying with all Crown Estate Scotland financial management systems.
- Prepare grant applications/claims as required and ensure compliance with grant conditions.

Silvicultural Management

- Manage all silvicultural activities in accordance with relevant Forestry Commission guidelines/codes of practice and UK Woodland Assurance Standard (UKWAS) requirements.
- Prepare/revise long term forest plans, deer management plans or any other plans required to meet business plan objectives and UKWAS requirements.
- Organise harvesting and marketing of timber, thinning and felling activities according to budget targets and relevant forest plan(s).
- Manage all restocking/woodland establishment requirements in line with grant conditions and forest plan prescriptions.
- Ensure all forest management activities comply with best practice Health and Safety management according to section 27 of the Crown Estate Scotland H&S Manual (Arboriculture and Forestry) or any subsequent amendments/revisions.
- Ensure damage from pests and diseases are minimised through appropriate management techniques.
- Undertake tree surveys on all rural estates in Scotland as required in accordance with Crown Estate Scotland’s tree safety management system. Produce work plans for remedial action and organise follow up safety works as required to ensure the risk from litigation claims against Crown Estate Scotland in this regard is minimised.
- Maintain all forest records ensuring effective woodland record keeping procedures are in place for directly managed areas as required.
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Asset Management

- Ensure all woodland management infrastructure is managed and maintained effectively as required, including harvesting access roads, bridges, drainage channels, signage and other built structures, ensuring that Crown Estate Scotland complies with all relevant legislation.

- Ensure appropriate measures for fire control management are in place and manage other forest hazards (fire ponds/quarries etc) in accordance with relevant H&S requirements.

- Liaise with all relevant agencies in relation to forest and woodland management as required.

- Work in partnership with the relevant Authorities as required, to assist with the implementation of relevant regional or local projects/strategic plans.

- Provide advice and assistance (as required) regarding potential acquisitions or sales of commercial forest assets.

Stewardship

- Develop stewardship and biodiversity projects in woodland areas and ensure appropriate management of woodland SSSI’s, natural reserves, wet woodlands and PAWS (Plantations on Ancient Woodland Sites).

- Assist with/organise biological survey and monitoring and recording work as required, in line with forest management objectives, ensuring compliance with all relevant environmental legislation.

- Assist with the development of habitat management projects on the Estate as required.

- Work with the Countryside and Forestry team to develop cultural, natural heritage, landscape and stewardship projects which enhance the reputation of Crown Estate Scotland and deliver community benefits across the forestry portfolio.

- Working with the Countryside & Forestry team, ensure all forest visitor facilities are maintained in a safe and well kept condition and in accordance with best practice in the management of health and safety in the countryside.

Customer Management

- Liaise with estate tenants, Crown Estate Scotland staff and managing agents to ensure that woodland and forest management, access and visitor management on the Scottish forest estates is managed/integrated effectively with other land uses, minimizing conflicts of land use.

- Work proactively with, stakeholders, community groups, agencies and business partners to implement relevant management activities/projects.
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- Deal efficiently and effectively with information enquiries relating to forest and woodland management/queries from estate tenants and business customers, tourists and visitors and taking appropriate follow up action as required.

- Participate in the development and delivery of forest educational services and to promote greater understanding and enjoyment of the special qualities of the woodland areas managed by Crown Estate Scotland.

- Attend meetings, representing Crown Estate Scotland at relevant discussions, seminars and activities relating to forest and woodland management and other business objectives as required.

- Contribute to responses to Scottish Government and other consultations in relation to forest and woodland management.

General

Because of the evolving nature of our business requirements, this job profile should be regarded as a general outline of the type of key tasks the job holder will be asked to undertake in their role. It may be revised periodically in consultation with the post-holder, as part of Crown Estate Scotland’s performance management arrangements.
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Candidate Specification

Part One
Knowledge, experience and skills

- An appropriate professional forestry management qualification to at least HND or preferably degree level supported by extensive post qualification experience in a similar role.

- A good knowledge and understanding of forest and woodland management procedures; grant schemes, timber harvesting and restocking practices.

- A good knowledge of the requirements of the UK Woodland Assurance Standard.

- A general knowledge and understanding of rural land use issues and policy in relation for woodland and forest management in the UK.

- A knowledge and understanding of countryside recreation management, woodland biodiversity management and forest landscape issues.

- Experience of working with a wide variety of stakeholders and communities.

- A relevant professional qualification in tree hazard survey work is desirable but not essential.

- Competent in the use of information and communications technology, including mapping.

- Strong writing and communication skills.

Part Two
Personal style, behaviour and attributes needed to undertake the post

- Ability to build relationships with a wide range of people.

- Good team player with strong sense of self motivation and the ability to work effectively and actively alone.

- Flexible and tolerant personality.

- Efficient approach to work with an ability to perform a varied, responsive and dynamic role.

- Ability to work to high standards with attention to detail.