

JOB PROFILE			
JOB INFORMATION			
Job Profile Name	Forestry Supervisor	Location	Estates
Supervises ≥ 1 direct report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Reports to	Property Manager
Date Created	8/18/2017	Date Revised	8/18/2017
Overtime Eligible?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PURPOSE OF THE ROLE			
To implement the Forestry and Grounds work programme.			
KPI MEASURES			
Actual results are in line with or better than budgets and projects are finished within agreed timescales, without lowering the quality of work.			
% OF TIME (optional)	DUTIES AND RESPONSIBILITIES		
20%	<ul style="list-style-type: none"> Effectively delivers and manages specified aspects of the forestry and grounds programme, delivering on both operational and financial objectives. Works collaboratively with the management team to develop commercial opportunities across the range of activities and areas on the estate Continuously looks to improve efficiency and effectiveness of the processes used and the forestry team 		
60%	<ul style="list-style-type: none"> Carries out forestry and grounds work, and general landscaping and vegetation management. Delivers a maintenance plan to ensure all machinery, plant and vehicles remain in a good and safe working order and keep written records of maintenance and safety inspections Operation of tractors – operate with fencepost-driver, tree grab, trailer(s) and other attachments including forwarding trailer, scarifier, swipe and snow plough and carry out daily maintenance. Operations may be off-road in rough terrain. Supervises and directs the forestry and grounds team, prioritises and allocates their workload, sets targets and motivates them to deliver this Plans and manages all projects effectively; monitors progress against targets and takes appropriate action to make sure they are delivered on time and within budget Communicates consistently and liaises with: contractors employed by the estate, farm and other tenants as agreed with the MD, forestry consultant or Property Manager. Load woodchip and do daily maintenance of biomass plant Manage Glen Tanar biomass and woodchip stocks Inspect, build and maintain deer, forest and agricultural fencing Operate estate sawmill equipment to cut firewood and carry out daily maintenance Assess and carry out road and track repairs, create and maintain culverts, ditches and drains both manually and by operating digging machinery. Operate and maintain All Terrain Vehicles Carry out controlled burning operations and wildfire suppression operations 		

	<ul style="list-style-type: none"> • Carry out risk assessments • Other tasks as required
20%Supervisory	<ul style="list-style-type: none"> • Liaises with the MD, forestry consultant and Property Manager to plan a programme of work that delivers specified practical aspects of the Glen Tanar forestry and grounds work programme. • Takes instruction from the MD, the forestry consultant, and property manager in all matters relating to good forestry and environmental practices, including compliance with the Nature Reserve Agreement, UK Forestry Standard and UK Woodland Assurance Standard certification requirements and ensures the forestry and grounds team implement these requirements. • Delivers compliance against all relevant quality, technical and safety specifications for the forestry and grounds team, health and safety, environmental and general and risk assessment recommendations relating to areas of responsibility • Ensures all staff including themselves are trained appropriately for their role, maintains up to date records for this • Liaise with other departments regarding work programme, forestry and grounds records and impacts as required • Monitors team performance and informs the estate manager of any issues as soon as they arise • Builds effective relationships with Glen Tanar staff, farm tenants, contractors and local communities • Liaises appropriately with the estate's Health and safety consultant • Works safely and within all legal guidelines and safety requirements for their role ensuring safe working practices and industry guidance are adopted by the team at all times • Identifies any health and safety hazards in the forest and other land and takes appropriate action to mitigate risks and report any possible hazards to appropriate department heads • Complies with all legislation relating to the environment in particular Land Use & Environment/Wildlife & Natural Environment (Scotland) Act 2011 (vicarious liability), Wildlife and Countryside Act 1981 and other relevant legislation
EXPERIENCE	
Education & Any Certifications Required	<ul style="list-style-type: none"> • Forestry, grounds or landscaping work • Technical certificates for machinery and operations • A full and valid driving licence
Year(s) of Experience & Background Required	<ul style="list-style-type: none"> • IT skills including Word, excel and preferably GPS • Previous experience of estate forestry and grounds works, establishing and maintaining trees and shrubs, fencing, planting, spraying, tree felling, track maintenance and grass cutting,
Functional & Technical Competencies	<ul style="list-style-type: none"> • Up to date knowledge of legislative and compliance regulations relating to forestry and estate management • Up to date knowledge of estate systems, policies, procedures and legal requirements • Strimmer and chainsaw • Tractor, forklift and trailer • Post-driver, and tree grab

	<ul style="list-style-type: none"> • Workshop - abrasive wheels, welding, • Mini-digger • Garden tractor and accessories • Chemical weeding, bracken spraying and weevil control PA1 & PA6 • A full and valid driving licence • Basic operation of a computer & GPS
Personal Qualities & Characteristics	<ul style="list-style-type: none"> • A strong sense of responsibility and safety-awareness • Ability to work on own initiative within area of responsibility • Ability to work well with a diverse range of people • Flexible and adaptable • Ability to convey clear instructions and ensure they are understood • Ability to motivate and supervise a team • Planning, prioritising and organisational skills • Problem solving skills • Good written and oral communication skills
ADDITIONAL POSITION DUTIES AND RESPONSIBILITIES	
Management of the Estate Sawmill and Biomass plant	
PHYSICAL REQUIREMENTS	
<p><i>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>	
Strength Requirements	<input type="checkbox"/> There are no lifting requirements for this position. <input checked="" type="checkbox"/> This position requires the ability to lift and/or move up to Choose an item. pounds with the following frequency: <input checked="" type="checkbox"/> Regularly <input type="checkbox"/> Frequently <input type="checkbox"/> Occasionally <input type="checkbox"/> Other: Click here to enter text.
Movement Requirements	<input checked="" type="checkbox"/> Standing for prolonged periods <input checked="" type="checkbox"/> Stooping <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Climbing <input checked="" type="checkbox"/> Kneeling or crouching <input checked="" type="checkbox"/> Handling <input checked="" type="checkbox"/> Balancing <input checked="" type="checkbox"/> Crawling <input checked="" type="checkbox"/> Feeling <input type="checkbox"/> Other: Click here to enter text.
Auditory & Vision Requirements	<input checked="" type="checkbox"/> Working in a loud environment <input checked="" type="checkbox"/> Working on a computer <input checked="" type="checkbox"/> Visually judge distances or read from a distance <input type="checkbox"/> Speaking publicly <input type="checkbox"/> Other: Click here to enter text.
Environmental Working Conditions	<input checked="" type="checkbox"/> Loud Noise <input type="checkbox"/> Extended hours working at a computer <input type="checkbox"/> Confined space <input checked="" type="checkbox"/> Moving objects/equipment <input type="checkbox"/> Other: Click here to enter text.
Equipment Used	<input checked="" type="checkbox"/> Computer / Sales Register <input checked="" type="checkbox"/> Forklift / pallet jack <input checked="" type="checkbox"/> Other: tractor, trailer, grab, winch, scarifyer, post-driver, garden tractor, grass cutting equipment, sprayer, chain swipe/flail, chainsaw, 4Wdrive vehicle, All Terrain Vehicle, All Terrain Cycle (quad bike), workshop tools & hand tools.