

Job Description - Work Supervisor (Harvesting) (PB6a)

Job summary

Forestry England's South District Harvesting & Marketing Direct Production (DP) team is responsible for the planning and harvesting of around 50,000m³ of timber each year.

Working closely with our Land Management and Planning teams, your role will be to support the delivery of our Forest Design Plans (FDP) and conservation objectives, while fulfilling supply contracts for our sawmill customers.

Most of the timber volume that we produce is shortwood by a mechanised harvesting contractor. There is also a smaller element of mature hardwood felling, for which we use traditional motor manual techniques.

Your role will be to support to the Harvesting & Marketing Forester (DP) by providing frontline supervision and site management of DP operations. Through this, you will assist them with the:

- leading and managing staff and contractors to deliver outputs and results
- setting and maintaining operational and health and safety standards in all aspects of DP harvesting
- planning work programmes and attending to site and operational needs
- coordinating the timely production and dispatch of timber

This role can be based out of our offices in Lyndhurst or Micheldever, and reports to the Harvesting & Marketing Forester (DP).

Key responsibilities & accountabilities

Assist in leading and managing staff and contractors to deliver outputs and results -

- support the Harvesting & Marketing Forester (DP) through frontline supervision and site management of DP operations
- assist in setting and maintenance of standards in all aspects of DP harvesting
- co-ordinate work sites to maintain efficient progress, taking into account all the constraints and objectives whilst maintaining production to meet contractual commitments
- complete paperwork and site diaries to record information and report actions
- visit sites on a regular and timely basis
- communicate with local Beat teams in order to use their resources, when these are available
- support the preparation and supervision of some of the hardwood auction sites for the hardwood auction each November

Assist in setting and maintaining operational and health & safety standards -

- complete quarterly safety checks and personal protective equipment (PPE) inspections for the DP team, ensuring that records are kept up to date
- liaise with utility companies and stakeholders in advance of operations to plan safe work sites that meet Forestry Commission, industry, and statutory guidance

Support the planning of work programmes by attending to site and operational needs -

- undertake the planning of work sites to deliver FDP and DP objectives in advance of operations starting
- ensure all products reach the specification of our customer contracts
- visit sites on a regular and timely basis

Coordinate the timely production and dispatching of timber and liaising with customers to deliver contract commitments -

- prescribe cutting specifications to meet our customer's requirements and maximise revenue for South District
- obtain and record stock figures on a regular basis
- coordinate dispatches to meet customer requirements and clear any roadside stocks as soon as possible

After one year in post join our Duty Officer roster, providing 24-hour emergency contact cover for a period of one week in every 14 (approximately four times per year)

And any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- relevant experience in the forestry and/or land management sector
- competence with a wide range of IT applications, including Microsoft Outlook, Excel, Word and SharePoint
- competence with Geographic Information System (GIS) applications

Desirable professional and technical experience

- good understanding of, and experience in, the application of health and safety standards within the forest operations environment
- sound understanding of, and experience in, the application of contract management

Qualifications

Essential

- a full UK drivers license

Desirable

- a recognised forestry qualification to at least National Diploma level
- professional membership of the Institute of Chartered Foresters (ICF) or another relevant professional body or a commitment to achieve membership

