

Job Description - Project Manager

Job Summary

We are seeking an experienced Project Manager to join East England Forest District and deliver a diverse portfolio of projects across our forests, estates and visitor facilities. This is an exciting opportunity for an experienced project professional to help shape and improve some of England's most valued public forests. Experience of delivering projects within the built environment sector would be beneficial but is not essential.

Forestry England manages over 35,000 hectares across East England, from Norfolk in the north to the Sussex coast in the south. Our forests provide environmental, economic and social benefits, supporting sustainable forestry, nature recovery and public access.

The Project Manager will lead projects through their full lifecycle, from development and planning through to delivery, handover and closure. Working with district teams, specialist advisers, contractors and external partners, they will ensure projects are delivered safely, on time, within budget and to agreed quality standards. Projects may include estate improvements, visitor infrastructure, operational facilities and environmental enhancements.

The role will establish and maintain effective project controls, managing scope, schedules, costs, risks and change. The post holder will monitor performance, provide clear reporting and ensure projects deliver their intended outcomes and benefits. They will also support the development of project proposals and business cases, including investment appraisals and recommendations in line with HM Treasury's Five Case Model.

The successful candidate will have a proven track record of leading and delivering projects from initiation through to completion, applying professional project management disciplines to achieve successful outcomes.

Key Responsibilities & Accountabilities

Leadership Responsibility

- Lead the delivery of a portfolio of projects, ensuring agreed outcomes are achieved within approved scope, time, cost and quality parameters.
- Manage projects through their full lifecycle, from initiation and business case development through to delivery, handover and closure.
- Establish and maintain effective project governance, assurance and control arrangements, supporting informed decision making and successful delivery.
- Identify, assess and manage project risks, issues, dependencies and change requirements, taking corrective action and escalating where appropriate.
- Develop business cases, options appraisals and investment proposals in line with HM Treasury's Five Case Model and Forestry England governance requirements.
- Analyse project information and performance data to develop evidence based recommendations and support operational decision making.

Management of Resources

- Develop and maintain project plans, schedules, budgets and resource forecasts to support effective delivery and performance management.
- Manage project expenditure and resources, ensuring value for money and compliance with Forestry England financial controls and delegated authorities.
- Procure and manage consultants, contractors and suppliers, ensuring delivery meets agreed requirements, standards and contractual obligations.
- Identify, measure and monitor project benefits, ensuring benefits are realised and sustained following project completion.

Stakeholder Engagement, Representation and Communications

- Build and maintain effective working relationships with colleagues, delivery partners, government bodies, contractors, local communities and other stakeholders to support successful project outcomes.
- Prepare and present clear reports, business cases, recommendations and performance updates for senior managers, project boards and governance groups, while contributing to continuous improvement and the sharing of lessons learned across projects.

Location-Specific Information (optional)

The role can be based at any Forestry England office within East England District. We would particularly welcome applications from candidates able to work from the main office at Santon Downham in Suffolk (IP27 0TJ) or Bedgebury in Kent (TN17 2SL)

As the role will work across East England then occasional travel will be required including ad hoc overnight stays.

Skills, Knowledge & Experience

Essential Professional and Technical experience

- Experience of leading and delivering projects from initiation through to completion, achieving agreed outcomes within time, cost and quality parameters.
- Experience of delivering projects within the built environment, construction, infrastructure, property or estate management sectors.
- Knowledge and practical application of project management disciplines, including planning, governance, risk management, change control and performance reporting.
- Experience of developing project proposals, options appraisals or business cases to support investment and delivery decisions.
- Strong financial and resource management skills, including budget management, forecasting and monitoring project performance.
- Strong stakeholder engagement and communication skills, with the ability to build effective relationships, analyse information and provide evidence based recommendations to support decision making.

Desirable Professional and Technical experience

- Experience of developing business cases using HM Treasury's Five Case Model.
- Experience of working within the public sector, Forestry England, the Defra Group or a similarly regulated environment.
- Knowledge of procurement, contract management and commercial management practices.
- Experience of managing consultants, contractors or suppliers.

Qualifications

Essential

- Degree level qualification or equivalent relevant professional experience.

Desirable

- APM Project Management Qualification (PMQ) or equivalent project management qualification.
- APM Project Fundamentals Qualification (PFQ), PRINCE2 Practitioner or equivalent.
- Additional qualifications in leadership, business case development, procurement or contract management.

Success Profiles

X Experience

Ability

X Technical

X Behaviours

Strengths