

Job description - Deputy Gaveller (PB4)

Job summary

As the Deputy Gaveller you will maintain an active liaison with the individual mine owners and operators, the Freeminers Association, Forest of Dean Cave and Mines Rescue Group, and the Forest of Dean Caves Conservation & Access Group to foster effective and safe relationships to reduce risk of underground accidents and incidents and to support an effective emergency response - whilst recognising that Forestry England is not an emergency service, merely a responsible landowner.

You will attend HM Verderers Court each quarter to report on matters pertaining to the mineral interests within the Forest.

As custodians of most of the land within the Forest of Dean, Forestry England holds the historical responsibility of administering and monitoring all mining within the Hundred of St Briavels via the Deputy Gaveller. The role also extends to oversight of the quarrying activity on land directly managed by Forestry England within the Dean.

The Deputy Gaveller has a vast and well-maintained archive of historical documents and plans upon which to rely, and the upkeep of those records is part of the Deputy Gaveller's remit.

Due to restrictions within the Dean Forest Mines Act, the holder of the post of Deputy Gaveller cannot be a registered Freeminers.

Key responsibilities & accountabilities

The Deputy Gaveller's work covers:

- inspecting and controlling mines and regulating all mines and mining related activities including trial excavations, in the Hundred of St Briavels according to Dean Forest legislation, the Mines and Quarries Act 1954 (incorporating MASHAM regulations), the Health and Safety at Work Act 1974 and the 2014 Mines Regulations
- keeping all of the books, assignments of gales and plans of the deputy gaveller safe and in good order
- assisting and controlling the rights and privileges of the Freeminers and Freequarrymen by the maintenance of the registers and dealing with applications for Gales according to the Dean Forest (Mines) Act
- preparing accounts for the collection of all coal mine rents and royalties and their disbursement to the Coal Authority in accordance with Schedule 10 of section 5 of the Coal Industry Act 1994
- reviewing iron and coal Gale rents on a 21-year basis and apply to affected Gales and liaising with the Area Land Agent for the local collection of iron ore Gale rents
- working alongside the Area Land Agent on mining and quarrying leases
- liaising with bodies such as HM Inspectorate of Mines, the Coal Authority, the Environment Agency, Natural England, Freeminers Association and the Forest of Dean Cave Conservation and Access Group
- working with colleagues contractors and Health and Safety Officials to make safe mine entries, quarries, tips and other safety hazards
- providing mining advice internally and to members of the public where mining structures/features within the Deputy Gaveller's remit are affected

And any other task reasonably requested by your line manager.

Location-specific information (optional)

Skills, knowledge & experience

Essential professional and technical experience

- proven experience in mining and quarrying administration
- proven practical experience in mining such as to have sound knowledge of mines safety
- the successful candidate will have experience working within a team and with external parties/stakeholders
- the role requires flexibility and an ability to switch from one task to another according to the short and medium term priorities of the team
- the ability to analyse complex mining and quarrying issues and develop detailed solutions
- good experience in information/archive management
- competent IT user with experience in MS Office suite of applications as well as GIS systems

Qualifications

- be fully qualified in In Mining or Quarrying, or close equivalent
- hold The Institute of Materials, Minerals and Mining (IOM3) membership at Affiliate or higher level