

Candidate Pack

Contract Manager South District

Salary: £40,388- £43,482

Grade: Higher Executive Officer /Pay Band 4

Contract type: Fixed term (3 years)

Working pattern: Full-time (37 hours/week)



Forestry England

Join us and help shape our forests

This is an exciting opportunity to join our Environment and Planning Team in the South District of Forestry England.

Key elements of the role:

- Provide senior technical leadership on contract management, performance and budgeting, and compliance standards across the district.
- Act as the primary point of contact for suppliers and contractors, fostering effective, professional relationships that support high-quality delivery.
- Ensure contracts are managed in line with public sector commercial standards, Forestry England governance requirements, and relevant legislation

We are Forestry England.

We are the country's largest land manager.

We care for the nation's forests for people, nature and the economy.



About Forestry England

Forestry England is part of the Forestry Commission.

We manage England's beautiful, diverse, productive, and publicly owned woods and forests.

At over 250,000 hectares, we are the largest single land manager in England.

About South District

Our District employs over 160 people and covers an area of 46,000 hectares that reaches from Sussex to Dorset, and from Berkshire to the Isle of Wight.

The forests in our District are as diverse as the populations that surround it, with ancient broadleaf woodlands in the South Downs, to mixed conifer forests and open heathland in the internationally renowned New Forest.



We are committed to connecting everyone with our forests.

We will evolve them to thrive and be resilient for the next century, and beyond.

We are growing the future.



We pride ourselves on being a progressive and inclusive organisation that offers a range of benefits including:

A generous holiday entitlement

25 days holiday, plus 2.5 days extra leave (in addition to Bank Holidays). Earn five days extra holiday per year, after 5 years' service.

Substantial training, development and volunteering opportunities

Five days a year allocated to your own personal learning and development, and three days paid volunteering (within working hours) per year.

Flexible working arrangements

The right to request flexible working and part time hours, and options for informal blended working arrangements.

Access to the brilliant Civil Service Pension Scheme

Including an industry-leading 28.97% employer pension contribution, every month.

We are one Forestry England.

Every person in Forestry England makes a difference.

We support and invest in each other to be healthy, motivated, and engaged.



About this role

We are looking for an experienced and highly motivated Contract Manager to manage a portfolio of contracts and service agreements, ensuring delivery against agreed specifications, service standards, health and safety requirements, and environmental obligations.

This is a key role within the Business and Finance team, leading delivery of our statutory responsibilities, commercial reporting, and ensuring that all the biodiversity programme operations meet budgets.

We're looking for someone who can combine contract management with strong leadership, excellent stakeholder management and the ability to work confidently across a diverse operational landscape.

Think beyond a lifetime

We make plans today for a better tomorrow, so our business and our forests are sustainable and fit for the future.

Be adventurous

We approach challenges with creativity and adventure, embracing research and innovation to stay relevant.



Key work areas for this role:

- Work closely with internal stakeholders including land management teams, environment and planning, finance, and commercial services colleagues to ensure contracts meet operational needs.
- Maintain accurate contract documentation, performance records, and management information to support audit, assurance, and reporting requirements.
- Support internal and external audits, inspections, and reviews, providing evidence and assurance on contract compliance and performance.
- Review and validate contractor invoices, applications for payment, or claims to ensure accuracy, eligibility, and value for money.
- Monitor and report contract spend against budgets and forecasts, highlighting variances and supporting financial planning and controls.
- Contribute to commercial reporting and provide management information to senior leaders to support decision-making.
- Promote best practice in contract management across Forestry England, supporting consistent approaches and continuous improvement.
- Identify lessons learned and opportunities to improve contract specifications, performance management approaches, and supplier relationships.

Do it together

We get our best results when we work with others, and we encourage diverse perspectives so we make better decisions.

Look out and look after

We care about our colleagues, volunteers, partners and customers, and we take a stand against unsafe behaviour.



Essential experience

- Experience of managing contracts, service agreements, or supplier relationships, ideally in a public sector, land management, infrastructure, or asset-based environment.
- Experience of monitoring performance and managing suppliers to deliver agreed outcomes, quality standards, and value for money.
- Confident communication skills, with the ability to build effective relationships and challenge constructively where performance or standards fall short.
- Delivers work at pace while maintaining attention to detail and compliance.
- Competent IT user including MS Office

Desirable experience

- Knowledge or understanding of forestry, land management, or environmental services.
- Awareness of Government Commercial Function standards or public sector contract management practices.
- Experience of working with contracts involving health and safety critical activity or environmentally sensitive land.



Essential qualifications

- Full UK driving licence
- 3+ years experience working in a contract management role

Desirable qualifications

- A recognised contract management qualification (e.g. CIPS, World CC)

You will be asked to demonstrate the following success profile behaviours:

- Communicating and Influencing
- Delivering at pace
- Working together
- Making effective decisions

Find out more about [Civil Service success profile behaviours on GOV.UK.](#)





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For more information, and to apply for
this role, visit [Forestry England Careers](#)

For more information about the role contact
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