

Job Description - Land Management Business Support (PB6b)

Job summary

We are looking for an Administrative Officer within our Land Management (LM) team to provide comprehensive administrative support to beat teams, supervisors, managers and district management staff to ensure continued and sustainable delivery of core Land Management, South Forest District and Forestry England objectives. The Business Support Officer will provide administrative support within the areas of contract management, district vehicle/machinery and equipment management, health and safety and recruitment. They will also support the organisation of team meetings and wider ad hoc administrative tasks and responsibilities as required.

Key responsibilities & accountabilities

- Supporting Beat Managers and Work Supervisors with beat-level contract administration and collating contract documentation ahead of commencement of operations, travel within the district will be required as part of this requirement.
- Supporting District Operations Manager with district framework contracts, through managing administrative tasks within the management and tendering of contracts.
- Managing the documentation storage of both beat-level and district framework contracts within Microsoft SharePoint contract management site.
- Support with Vehicle, Machinery and Equipment asset management, inclusive of managing asset transfer, vehicle specification and business planning administration processes.
- Work alongside the district Business Support team to administer various recruitment campaigns and be the point of contact for vacancy managers and candidates within the LM team.
- Undertake ad-hoc administrative tasks for wider LM team for Beat Managers, Wildlife Managers and wider Senior LM Team.
- Support with organisation of wider LM district update meetings, prepare and collate agendas and compile minutes.
- Assist in managing LM resumptions system and cross-check completion of actions with resumption holder.
- Administer consolidation and skills development schedule and calendar for district operational staff.

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

Skills, knowledge & experience

Essential professional and technical experience

- Experience of working effectively and collaboratively in a large, dispersed and often remote team.
- Strong organisational skills, with a proven ability to manage competing demands and prioritise workloads to meet tight deadlines.
- Excellent interpersonal and communication skills.
- Very competent IT user with experience of MS Office applications.

Desirable

- Experience of providing administrative and business support to teams planning and undertaking forestry, recreation or land management operations.

Qualifications
Essential • A full driving license that allows you to drive in the UK. Automatic only license is acceptable.

