



Scottish  
Forestry  
Coilltearachd  
na h-Alba

Scottish Forestry

### **Forestry Development Officer**

Pay Band & Range: Pay Band 4/CS HEO - £36,398 to £39,222

Starting Salary: £36,398

Business Area: Operational Services & Transformation

Location: All locations, Scotland

Contract Type: Permanent

This is a full time vacancy, however we are a flexible employer and encourage applicants who wish to work other flexible working patterns to apply, as requests will be considered.

### **Nationality Requirements**

We are currently unable to sponsor individuals to work in the UK, therefore it is essential that you ensure you have the Right to work in the UK before applying to work with us.

You are also be required to meet the nationality requirements to work for the Civil Service.

### **Disability Confident Scheme**

Applicants claiming a guaranteed interview will be invited for further assessment should they meet the minimum essential criteria listed in this document.

Further information about this post is available from [Lyn.White@forestry.gov.scot](mailto:Lyn.White@forestry.gov.scot)

If you have any queries relating to the recruitment process or require any adjustments for the application process, please contact [HR@forestryandland.gov.scot](mailto:HR@forestryandland.gov.scot)

### **About the team**

Scottish Forestry is the Scottish Government agency responsible for forestry policy, support and regulations, grants incentives, technical forestry advice and new cross border arrangements. Scotland has 1.4m hectares of forests that we regulate, support and promote. We also lead on the delivery of woodland creation targets. Our staff are split between our National Office in Edinburgh and five Conservancy offices that lead the local delivery of our functions.

This role is within a team sitting within the wider function of Operational Services and Transformation that have a matrix style of working - this means there will also be opportunities to work with (or as part of) other teams.

The Forestry Development Officer will work as part of the Forestry Development team, responsible for developing and managing a range of projects. The team is responsible for a business area focussing on improving the way we work by reviewing internal and external processes, with particular focus on improving the accessibility of forestry support in Scotland.

### **What you will do**

The role of Forestry Development Officer has a broad remit, managing projects within the Scottish Forestry Improvement Programme [SFIP]. You will work across the agency, leading on the development of innovative solutions to transform the way we operate. Reporting to the Head of Forestry Development [HoFD], you will work closely with staff within Operational Services and Transformation [OST] and Operational Delivery to assist in developing, implementing and managing projects that improve the delivery of approval and regulatory functions, and improve how our customers access our services.

### **Main Duties**

#### Work collaboratively with a diverse range of internal and external stakeholders to deliver improvements

- Work collaboratively with colleagues across the organisation to identify and scope out projects relating to the improvement of our internal or customer facing processes and support development through the Improvement and Delivery Programme, working closely with other functions within the OST team.
- Work with colleagues to ensure development work is linked and reflective of wider strategies, such as Scotland's Forestry Strategy, Programme for Government, and National Performance Framework objectives.
- In collaboration with Delivery and Policy colleagues, continually review existing guidance and instigate changes as required.

#### Develop, Implement and Review projects that improve the accessibility of forestry support

- Work with colleagues in Delivery to review existing delivery processes and develop proposals for improvement in line with the current regulatory framework.
- Manage key projects to improve the accessibility of support for woodland creation.
- Support the HoFD in evaluating the benefits resulting from the Forestry Grant Scheme and assist in the development and shaping of future grant support for forestry.
- In conjunction with the delivery team, assist in the development of staff and customer training relating to new or revised services and processes.
- Develop and assist in the initial implementation of the industry accreditation scheme 'Earned Recognition'.
- Assist colleagues in Delivery and Policy to conduct an evaluation of UKFS implementation.
- Conduct post-implementation reviews/evaluations of projects in collaboration with relevant internal and external stakeholders and report back to the HoFD.

### **Success Profile**

Below are details of the Success Profile that make up this role. You will be expected to provide evidence to show how you meet the criteria at application and/or interview stage.

### **Behaviours**

- Behaviour 1 and Lead Criteria: Changing and Improving.
- Behaviour 2: Making Effective Decisions.
- Behaviour 3: Working Together.
- Behaviour 4: Delivering at Pace.



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## Experience

### Essential:

- Demonstrable experience and knowledge of modern forestry practice and relevant standards.
- Excellent verbal and written communication skills to share information and deliver key messages to stakeholders.

### Desirable:

- Experience of grants and regulations approval processes.
- Experience and knowledge of managing projects or similar experience of working in collaboration with diverse stakeholder groups to deliver results.

## Technical

### Essential:

- An HND in Forestry or a related field.
- Proficient user of Microsoft applications.

### Desirable:

- Experience using Scottish Forestry's Casebook system.
- Experience using the Rural Payments and Services (RP&S) system.

## What we offer you

If successful, you will be entitled to a wide range of benefits. This includes:

- A generous annual leave allowance of 25 days, rising to 30 days per year after 5 years' service. In addition, there are currently 11.5 days of public and privilege holidays, dates of which are set annually.
- A competitive contributory pension scheme.
- Annual pay progression (subject to Scottish Government approval).
- Cycle to Work Scheme.
- A generous paid maternity and paternity leave.
- We recognise the importance of enabling employees to achieve a healthy work-life balance by offering flexi-time arrangements in areas of the business where it is appropriate to do so.
- Access to join the Civil Service Sports Council (CSSC), which offers a number of discounts, access to leisure activities, gyms and much more.
- Free car parking spaces for staff (dependent on the office location).
- Employee development opportunities - Personal and professional development with a range of in-house courses offered by our Learning and Development team.
- Fully funded professional accreditation fees required for your role, where applicable.
- Access to the Employee Assistance Programme – available all year round (24 hours, 7 days a week).
- Trade union membership for those interested in joining one.

## Additional Information

Where a vacancy attracts more than 10 applications, only certain 'essential' criteria, known as 'lead criteria', will be assessed at sift stage, providing this is specified in the advert. However, it is still



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important that you complete the entire application form in sufficient detail, as there is no way of knowing that a vacancy will have a high number of applications.

We strongly believe in an inclusive and supportive work culture. We welcome applications from everyone regardless of background. We are currently under-represented by women; therefore, we encourage applications from females.

**Pre-employment Health assessment.**

An appointment with our occupational health provider will also be part of the pre-employment. Any job offer is conditional on the satisfactory outcome of these tests.

Candidates should be Chartered or working towards Chartered status.

Closing date: 18 December 2021.

Apply link:

[https://ce0452li.webitrent.com/ce0452li\\_webrecruitment/wrd/run/ETREC107GF.open?VACANCY\\_ID%3d29744131re%1BUSESSION=E5C18FAE4C7111ECA57CA91F3697FCE7&WVID=9738092dCa&LANG=USA](https://ce0452li.webitrent.com/ce0452li_webrecruitment/wrd/run/ETREC107GF.open?VACANCY_ID%3d29744131re%1BUSESSION=E5C18FAE4C7111ECA57CA91F3697FCE7&WVID=9738092dCa&LANG=USA)



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