

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	Land Management Supervisor
<b>Responsible to:</b>	Land Management Contracts Manager
<b>Responsible for:</b>	Land Management Operatives, Assistants and Volunteers
<b>Location:</b>	The Old Ragged School

### **Overall Purpose of Job**

To assist with the organisation and delivery of habitat and site contracts in Nottinghamshire and the wider area. This will include grassland, woodland, scrub and wetland management, staff and volunteer management, survey and monitoring activity and event delivery.

### **Main Responsibilities**

#### ***Line Management and Supervision***

- The post holder will be required to oversee and supervise the activity of sub-contractors, Land Management Operatives, Assistants, casual contract staff and volunteers on an independent project basis and under the direction of the Land Management Contracts Manager.

#### ***Management of Resources and Projects***

The post holder will:

- Organise, deliver and be responsible for the management of specific contracts, to stand in for the Land Management Contracts Manager and to assist with the running of particular aspects of larger projects.
- Contribute to the planning and delivery of practical work on sites through discussions with the line manager and other interested parties.
- Ensure implementation of works on sites to a high standard and in accordance with the appropriate contract specification. This will involve project planning, ordering of materials, maintaining vehicles, plant machinery and tools and ensuring that adequate notices are posted to give warning and explanation of major works.
- Ensure, under direct supervision and on their own, this work is carried out in accordance with EMEC's policies, notably the Health and Safety Policy.
- Work closely with other teams within the Wildlife Trust to assist in the delivery of habitat management and reserve integrity and to support NWT staff as required.
- Assist with the delivery of a range of ecological surveying and monitoring as directed by the Consultancy Manager and Land Management Contracts Manager.

#### ***Business Development and Client Liaison***

- The post holder will liaise with clients regarding project requirements and outputs, and provide on-site client liaison.

#### ***Compliance and Governance***

The post holder will:

- Ensure that they follow all H&S systems and procedures, that incidents and near misses are reported in accordance with stated procedure, and that they undertake the compulsory training required to deliver their roles.
- Be responsible for the production of risk assessments and other relevant paperwork and client requirements.
- Ensure that the EMEC database is updated to facilitate production of management information.
- Support the maintenance of records to ensure the compliance with EMEC's Business Management System (ISO 9001 & 14001) including contribution to regular audits and annual compliance visits as required.
- Ensure that the EMEC staff diary is kept up to date at all times for their own work and of the Operatives and Assistants on relevant projects.
- Provide updates on activities to staff meetings as required.

## General Requirements

Working closely with EMEC staff, the post holder has responsibility for undertaking the specific duties outlined in the job description above.

Given the nature of EMEC's activities **unsocial hours will be required in the evenings and very occasionally the weekends** to ensure the effective implementation of this post. Working hours will be managed flexibly to reflect this requirement and EMEC will operate a system of TOIL and paid overtime for additional hours worked.

A full driving licence is essential.

In order for the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by the Board.

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the organisation. This includes promoting and acting as an ambassador for EMEC.

This post is subject to a Basic DBS check

## Person Specification

Ideally the post holder will be able to demonstrate all or most of the range of experience, skills, knowledge, and personal qualities detailed below.

### **Area A - EXPERIENCE**

- Experience of delivering practical conservation and countryside management work.
- Experience of supervising the work of staff and/or volunteers (essential).

### **Area B - KNOWLEDGE**

- Formal qualification in a Countryside Management/Ecology discipline (essential).
- Practical knowledge of the operations of plant and machinery (essential).
- An understanding of Health and Safety regulations relevant to the field.
- An understanding of ecological sensitivities of land management.
- UK nature conservation issues.

### ***Area C - SKILLS***

- Recognised qualifications in the use of plant and machinery (essential).
- Practical countryside management skills (essential)
- SSSTS Health and Safety qualification (essential)
- Duty Access Manager qualification (desirable)
- Chainsaw ticket CS30 and 31 Chainsaw (essential) CS32 and CS38 (desirable)
- Wood chipper ticket (desirable)
- Brush cutter ticket (desirable)
- Pesticides/Herbicides qualification (desirable)
- CAT scanning qualification (desirable)
- Efficient administration and organisation skills
- Ability to manage and motivate volunteers
- Good basic level of species identification skills
- Effective communication skills
- Team working skills.

### ***Area D - PERSONAL QUALITIES***

- High level of enthusiasm, self-motivation, self-discipline and initiative.
- Flexible and positive outlook.
- Ability to work individually and as part of a team.
- Commitment to environmental issues.
- Commitment to equal opportunities.
- Ability to work on difficult terrain and use heavy equipment, e.g. steep slopes and in inclement weather