

Role Profile

Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	Woodland Operations Assistant
Grade	PS7	Reports to (role title)	Woodland Operations Officer
		Directorate/School	ETI
JE Band	228-268	Service / Department	Environment
		Date Role Profile created	Aug-23

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To assist with work to deliver woodland management operations on the County Council's countryside estate. They will support and directly undertake practical work to maintain the Council's Countryside Estate woodlands in a good condition, meeting objectives set out in the Council's woodland management plans. They will work within a team of 2 undertaking tasks including: coppicing, thinning, planting, weed control, ride clearance and grass cutting operations. They will also manage a range of contractors undertaking work on the countryside estate.</p> <p>They will ensure close partnership working with Surrey Wildlife Trust and other partner organisations.</p> <p>The post holder will work collaboratively across the Directorate and with all appropriate organisations and individuals to ensure effective communication and partnership working to help to deliver the wider objectives of the County Council.</p>
Work Context	<p>Countryside functions are managed within the County Council's Natural Capital and Greener Futures Groups. Within the Natural Capital Group, the Council's management of its Countryside Estate is undertaken by the Countryside Estate Operations Team.</p> <p>Countryside issues can be controversial and of great public interest and concern, requiring sensitive and balanced management. Relationships with partners and the public need to be carefully managed.</p> <p>The post holder will have regular contact with local council members, other services across the County Council, especially the County's Ecologist who manages statutory designations and planning issues, and provide support to officers working on Biodiversity Net Gain and other financial instruments, other local authorities and many voluntary and community organisations. They will also deal with enquiries from members of the public.</p>
Line management responsibility	N/A
Budget responsibility	N/A

Representative Accountabilities
Typical accountabilities in roles at this level in this job family

Planning & Organising

- Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed.

Policy and Compliance

- Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained.

People & partnerships

- Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers.
- Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained.
- Communicate and liaise with service users and/or external contacts, representing the team/service as required.

Resources

- May assist in the management of a small budget or recovery of income.

Analysis, Reporting & Documentation

- Collate data, prepare reports/statistics to meet statutory/management information requirements.
- Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.
- Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives.

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.

To have regard to and comply with safeguarding policy and procedure as appropriate.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level, and/or relevant vocational qualification (level 3/4 QCF). • Knowledge of relevant technical area including, where appropriate, relevant practical skills. • For some roles a relevant degree may be required. • Good IT skills, including MS Office and database management systems. • Good written and oral communication skills with the ability to build sound relationships with customers and explain technical issues to non technical people. • Ability to prepare and present reports in a logical and digestible format. • High level administrative, analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Typically previous work experience in a relevant environment.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Understanding and experience of practical techniques of woodland/countryside management.</p> <p>Ability to drive or otherwise visit inaccessible locations, sometimes at short notice.</p> <p>Ability to work outdoors in all weather and sometimes in difficult terrain.</p> <p>Understanding of conservation/ecology principles and practical management techniques.</p> <p>Willingness to undertake further training and development in conservation/countryside management.</p> <p>Ability to work weekends and evenings.</p>
Role Summary	<p>Roles at this level typically provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines. There will be minimal day-to-day supervision, but clear guidance will be available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require more specialist knowledge or experience. Graduate trainees start at this level.</p>
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