

Area Business Manager - East Midlands/East England

Location

East Midlands (England), East of England

The successful candidate will be based in Brandon at our Santon Downham office and will have a blended working approach between the office and home, living within the geographical area with regular travel required across the East & East Midlands Area to facilitate field team support.

About the job

Forest Services as part of Forestry Commission are the Government's forestry experts. Never has there been a more important time for trees and forests to help tackle the climate emergency and provide a much-needed sanctuary for people and wildlife. Our Prime Minister and our government are committed to creating 30,000 hectares of woodland a year across the UK, of which 7,500 ha per year are anticipated to be in England, by the end of this Parliament.

Job description

You will be responsible for the Business Management of the East & East Midlands Area team. You will take the lead within the Team's senior management to ensure that the whole team is resourced to deliver on all elements of business management not requiring forestry technical expertise. You will lead and inspire the whole team to successfully comply with FC business processes. In doing this you will manage your Area Business Management function to consistently provide a timely and quality support service to enable this Area team to deliver their work programmes.

Key work areas

BUSINESS MANAGEMENT

- **Lead and line manage a Business Management function** consisting of 2 teams that support day to day administration (*Area Admin Officers*) and management of the team's work programme (*Technical Support Officers*), totalling 3 full time and 2 part time staff members.
- **Lead liaison with FC Finance team**, being responsible for the monthly return of the Business Management Report (BMR) and ensuring the administration team process financial transactions in a timely manner.
- Prepare **assessment of the team's resource needs** for the team's Senior Manager to agree, leading annual business planning and in year adjustments.
- **Be responsible for the team's timely responses to Complaints, Freedom of Information and Environmental Information Regulations requests**, ensuring clear processes and lines of responsibility are in place, in liaison with the Operations Manager.
- **Be responsible for office provision for the team** - as lead strategic negotiator with Forestry England and Defra office managers and supporting the Area Admin Officer in day to day office support roles for each of the 2 offices in which the team work from.
- **Be responsible for ensuring the team comply with Information Management policies**, including training and embedding use of Sharepoint, deciding team retention policies and compliance with GDPR.
- Ensure **provision of IT equipment** and related training occurs across the team.
- Be responsible for **Area Team delivery of Forest Services Travel policy**. Be the lead liaison with Mechanical Engineering Service to ensure appropriate vehicle provision for the team.

BUSINESS IMPROVEMENT

- **Lead implementation of the Area Team's response to Forest Services change**. This will include implementation of growth and evolution of the team (Growing Forest Services) and deciding how to

implement nationally led process improvements and system changes for this team). Be the lead point of liaison with national teams' business change and implementation managers.

- Lead **strategic overview of office accommodation** for the team, undertaking projects to decide on changes to accommodation as the team grows and develops, balancing blended and in-person working.
- Responsible for agreeing and ensuring the **effective management and security of team information**, including overseeing team information assets recorded on the corporate Information Assets register.
- Lead a project to **improve systems to record and ensure timeliness in the team's responses** to contested cases, Complaints, Freedom of Information and Environmental Information Regulations requests

Team LEADERSHIP and development

- Be responsible for the Area teams' good quality engagement with **the annual performance management cycle**. Working with the Field Manager Technical Development Lead manage training and professional development of the overall team, including **identifying and resourcing skills gaps** as the team changes. Be responsible for preparing actions in response to the Staff Survey and temperature checks.
- Lead **efficient recruitment and good quality induction** programme across the team, owning the overall team approach and ensuring your team is supporting individual line managers preparing inductions.
- **Support the team diversity and inclusion champions** in enabling all to maintain a healthy and inclusive team culture.
- **Take responsibility for Health & Safety** across the team, project managing and proposing local solutions in response to national audits and ensuring support for this function from the Admin team. Be the lead liaison with national H&S leads and working to ensure the adoption of Peoplesafe and training on H&S as appropriate.

Benefits

- A Civil Service pension
- A range of family friendly benefits
- An environment with flexible working options
- Learning and development tailored to your role
- A culture which promotes a diverse and inclusive work environment
- A range of wellbeing benefits including discounted Civil Service Healthcare, access to an Employee Assistance Programme 24/7, Bike to Work Scheme, plus many more.
- 25 days annual leave, with 1 additional day for each years' service up to 5 years (pro rata)
- Ability to buy or sell 5 days annual leave
- 3 days volunteering per year (pro rata)

We aim to provide a great place to work, whichever location you work from. Blended working forms part of our flexible and inclusive approach to future ways of working. It is an informal arrangement which gives you the option to work some of the week from home, and some of the week from our Forestry Commission workplaces, subject to role requirements, business needs, and regular review. Informal blended working arrangements will be available as agreed with the line manager.

Professional membership of the Institute of Chartered Foresters or another relevant professional body is desirable.

Salary £27,779 - £30,168

To apply, please visit [here](#).

Closing date: Apply before 11:55 pm on Monday 17 April 2023



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