

Assistant Manager



Reports to: District Manager	Date: April 2005
Direct reports: None	Grade: TFL5

1. JOB PURPOSE

The Assistant Manager's job is to contribute to the achievement of District budgets whilst gaining experience of Tilhill's business leading to appointment TFL 4 Manager grade.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 To comply with the Health and Safety at Work Act 1974 and the Company's Health and Safety Policy.
 - 2.2 To be aware of and implement Tilhill's Assurance Management System (ISO 9001:2000); ISO 14001: OHSAS 18001.
 - 2.3 To take an active part in the running of specific operational activities under the direction of the District Manager and/or mentor.
 - 2.4 To provide the technical input required to plan, organise and implement specific operations at field level.
 - 2.5 To provide a high level of supervision of field work to ensure that all is carried out to Tilhill's high standards and within the appropriate time frame and budget.
 - 2.6 To immediately advise the District Manager, mentor or other technical staff of any problems noted in the field, either during the course of operational activity or noticed in routine visits.
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3. SPECIFIC RESPONSIBILITIES

To undertake additional responsibilities as agreed in writing from time to time with your Manager.

4. AUTHORITIES

To exercise authority only in accordance with the company authority Schedule.

5. KEY COMPETENCIES

- 5.1 Assistant Managers are expected to progress to Manager status within three years of joining the Company. Appropriate Management and Technical training will be provided at the discretion of the Company. Previous experience will be taken into account as appropriate. Progression through the training period of up to three years will be regularly monitored.
- 5.2 A degree or diploma, or the equivalent, in forestry, horticulture, arboriculture, environment, land use or related discipline or sufficient relevant sector experience.

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5.3 Profit motivated, energetic and thorough. Ability to communicate well and a willing team player.

5.4 Willing and able to be relocated (at short notice) to meet the needs of the business and to obtain a breadth of training.

5.5 A valid driving licence is essential. While a full and clean licence is desirable, this is not essential