

Forest Manager



Reports to: District Manager	Date: April 2005
Direct reports: None	Grade: TFL4

1. JOB PURPOSE

To work with the District Manager to achieve the budget of the District. To assist, where required, in wider achievement of the Company's strategic objectives.

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 UPM Tilhill's Assurance Management System (ISO 9001:2000); ISO 14001: OHSAS 18001.
- 2.3 To manage contracts with responsibility for cost control, customer authorisation and timely invoicing, all to achieve budget or better margins.
- 2.4 To alert District Manager promptly when any significant performance variance becomes apparent.
- 2.5 To implement all contracts to agreed standard within agreed time scales.
- 2.6 To undertake, where delegated by the District Manager, a client contact role and ensure client reporting is completed and presented in a timely, professional and accurate format.
- 2.7 To supervise personnel and contractors working on assigned contracts.
- 2.8 To assist in the training, Health and Safety Awareness and motivation of the labour resource.
- 2.9 To report promptly and accurately on all activities to the District Manager.
- 2.10 To assist the District Manager during the annual budgeting process.
- 2.11 To seek and develop, in liaison with the District Manager, new business opportunities.

3. SPECIFIC RESONSIBILITIES

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 A degree or diploma, in forestry, or related discipline, combined with at least 3 years relevant managerial and operational experience or equivalent relevant practical experience.
- 5.2 The commercial acumen to contribute to the running of a profit-making operation.
- 5.3 Well developed people management skills and the ability to work well within a team environment.
- 5.4 Effective influencing and negotiating skills.

Forest Manager



5.5 Effective organisational, communication and planning skills.

5.6 Competent user of IT.

5.7 Familiarity with Company systems (AMS, BS).

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