**Essential**Experience of managing projects and processes

Throughout my professional career I have managed construction projects: initially through my own company, Eagle Property Services and latterly EcoVert solutions, a company that takes on renovation and new build projects.

Coordination of multiple strands of activity within strict deadlines

Through these construction projects I am often responsible for more than one site at a time, and always with tight deadlines to adhere to: in order to run the projects profitably work has to be completed on time and on budget.

In addition to my day job I am also studying part time for an MSc, which brings many additional deadlines along with it. I have found that by using strict time management I am able to successfully produce quality work both professionally and academically.

Coordination of the actions and plans of others

In my role as site manager I am responsible for coordinating and monitoring the work and schedules of both employees and subcontractors, while at University I also like to get involved in managing teamwork exercises. I find that keeping in regular contact with those concerned and making sure that they are very clear on what is expected of them is the best way to ensure a successful outcome.

Proactive and self-starting initiation of short term actions or tasks and checking that progress in these areas is satisfactory in order to deliver a longer term outcome

When running my own construction company I had to be continually proactive in gaining new clients and because I relied on positive word of mouth referrals from existing clients I was always conscious of constantly satisfying my clients.  
  
Rapid assimilation of new material and ability to extract the salient facts

I am required by my MSc course to produce many reports, essays and presentations in a short space of time. This requires me to read and digest many unfamiliar reports, studies and research papers. It is essential therefore that my research be as efficient as possible and I have become adept at finding the relevant information and data in order to make best use of my time and meet pressing deadlines.

My job also requires me to regularly refer to technical drawings and datasheets in order for construction to be accurate, high quality and to confirm to the relevant standards.

Proactive and flexible working approach to delivering solutions to problems and efficient and effective approaches to task

Always having to come up with solutions at work – interpreting the drawings to work out the best way to solve something in practice.

Often during construction projects, unforeseen circumstances such as staff off sick, incomplete deliveries, damaged materials or inclement weather threaten to throw work off schedule. Being able to think on my feet allows me to quickly assess a situation and reallocate staff to different tasks, bring in staff from elsewhere, plan alternative tasks to account for potential poor weather. Monitoring and maintaining stock levels also helps to avoid running out of materials or late/missing deliveries.

Ability to see the bigger picture and balance both the detail and the bigger picture

The construction projects that I manage involve many individual elements that have to come together harmoniously in order for the finished product to be successfully completed. It is very easy to lose sight of the end goal in some of the more detailed and complex tasks that have to be carried out along the way. By keeping close watch on the overall schedule of work and by stressing how important it is that each person in the chain complete their task on time in order to hand over to those following on I find that the momentum of the project can be maintained and that the team is kept motivated and focussed.

Ability and enthusiasm to simultaneously manage multiple tasks, ranging from the mundane to highly complex

The role of site manager is a many faceted one, and includes responsibilities ranging from basic ones such as ordering office equipment and keeping track of receipts to producing specifications and tender documents. I understand and accept that all these tasks are an essential part of the job and that the completion of projects requires all of these things to be done. It is satisfying to know that completing each of these tasks, no matter how mundane contributes to the efficient running and success of the company.

**Desirable**Working with finances/numbers, and or/ managing budgets

I have a very strong mathematical ability, demonstrated right the way through both my academic and professional career. My first degree was highly mathematical and this consolidated my skills learned during secondary education.

Latterly on my MSc course I have also worked with figures extensively, analysing and manipulating data and performing calculations manually and with spreadsheets. Also looking in detail at financial forecasting in terms of payback periods for projects. I have also been responsible for managing the budgets of construction projects for my own business and more latterly for my current employer EcoVert solutions.

Interest and enthusiasm for Forest Enterprise/the Forestry Commission’s goals

I have been a long-time user of Delamere forest since I moved to the area as a child and other FC sites for walking, cycling and running. They are special places of recreation and relaxation to me and many other people who live nearby.

I am very keen to see a positive outlook for Delamere forest to secure its future as a public property and it would be of great satisfaction to me personally to be directly involved in projects that help to do just that.  
  
Communication with and constructive engagement with members of the public and stakeholders

During my time in the construction industry I have discovered the importance of positive interaction with the public, and this is something I have always sought to keep at the forefront of peoples’ minds that work on the projects that I manage. Construction can potentially have adverse effects on people in the vicinity of the site but I have found that open and honest communications with stakeholders and respect for people and their property always helps to maintain good relationships and avoid conflict: something that is mutually beneficial to the project and the general public.

Proactively seek information, resources and support from others outside your immediate team in order to help achieve results

A major part of my MSc course involves group project working to produce documents such as feasibility reports for potential developers of construction projects.

A considerable amount of research is required into potential stakeholders in these projects as well as finding out statutory consultees and looking into the multiple factors that affect whether or not a project is likely to go ahead.

A recent example was a feasibility study into a wind farm development near to Snowdonia National Park and other designated landscapes. Careful research was required into local planning restrictions and also the potential impacts on local residents, aviation, and radar amongst other considerations. Rigorous scrutiny of the relevant documentation and communication by email and phone with the respective bodies was needed to ensure that all potentially influential factors were highlighted and considered in making the final recommendation to the developer.

Throughout my career I have managed construction projects: with my own company, Eagle Property Services and latterly EcoVert solutions. I am often responsible for more than one site, and always have tight deadlines to adhere to: in order to run the projects profitably work has to be completed on time and on budget.

In addition to my day job I am also studying part time for an MSc, which brings many additional deadlines along with it. I have found that with strict time management I am able to successfully produce quality work both professionally and academically.

As site manager I am responsible for coordinating and monitoring the work and schedules of employees and subcontractors; at University I also manage teamwork exercises. I find that keeping in regular contact with those concerned and making sure that they are very clear on what is expected of them is the best way to ensure a successful outcome.

When running my own construction company I had to be continually proactive in gaining new contracts and because I relied on positive word of mouth referrals I was always conscious of constantly satisfying my clients.

I am required by my MSc course to produce many reports, essays and presentations in a short space of time. This requires me to read and digest reports, studies and research papers. It is essential therefore that my research be as efficient as possible and I have become adept at finding the relevant information and data in order to make best use of my time and meet pressing deadlines.

Often during construction projects, unforeseen circumstances such as staff sickness, late deliveries, damaged materials or inclement weather threaten schedules. Being able to think on my feet allows me to quickly assess a situation and reallocate staff, plan alternative tasks to account for potential poor weather. Monitoring and maintaining stock levels also helps to avoid running out of materials.

The projects that I manage involve many individual elements that have to come together in order for the project to be successfully completed. It is easy to lose sight of the end goal in some of the more complicated tasks. By keeping close watch on the overall schedule and by stressing that each person is a link in the chain I find that the momentum of the project can be maintained and that the team is kept focused and motivated.

The role of site manager is a many faceted one, including responsibilities from basic ones such as ordering equipment to producing specifications and tendering. These tasks are an essential part of the job and it is satisfying to know that completing each of them contributes to the successful running of the company.

I have a very strong mathematical ability, demonstrated right the way through both my academic and professional career. My first degree was highly mathematical and this consolidated my skills learned during secondary education.

Latterly on my MSc course I have also worked with figures extensively, analysing and manipulating data, performing calculations and performing financial forecasting for projects. I have also been responsible for managing the budgets of construction projects for my own business and EcoVert solutions.

I have been a long-time visitor to Delamere forest and other FC sites for walking, cycling and running. They are special places of recreation and relaxation for me and many other people who live nearby.

I am keen to see a positive outlook for Delamere forest to secure its future as a public property and it would be of great satisfaction to me personally to be directly involved in projects that help to do just that.

I have discovered the importance of good public relations, and this is something I always seek to bring to the projects that I manage. Construction can potentially have adverse effects on people in the vicinity of the site but I have found that open and honest communication and respect for people and their property helps to maintain good relationships.

Background Information

Are you interested in securing a bright future for Delamere Forest in Cheshire? Do you have excellent organisation and communication skills? Are you a self starter that wants to use this role to progress your career?  
  
This role is to work for Forest Enterprise England (FEE), which is the management organisation that runs England’s Public Forests. The aim of Forest Enterprise is to manage England’s forests to provide great public access, a brilliantly managed natural environment and support for the rural economy through our contribution to tourism, recreation and timber businesses.  
  
This role is to support the successful delivery of a major (£6-7m) dual project to deliver a modernised plant nursery and a new visitor hub at Delemere in Cheshire.   
  
Delamere is one of the two England sites for plant production for Forest Enterprise (the land management arm of the Forestry Commission), and produces 12m of the 25m seedlings we grow to plant in Britian’s forests every year. The nursery operation runs from four different physical sites in Delamere, and this capital development project’s objective is to consolidate and modernise existing facilities to enable the nursery to supply FEE’s current and future needs effectively and efficiently.  
  
Delamere Forest covers 1000 hectares and provides woodland, meres and open habitat for around 500,000 visitors to enjoy every year. It’s a working forest and produces sustainable timber, whilst it also includes two Sites of Special Scientific Interest, is part of an international Ramsar site and provides a habitat for many rare insects and plants. This capital development’s objective is to develop a new visitor hub to welcome visitors to Delamere Forest, including allowing them to park easily and safely and improving the net revenue position of the forest district.  
  
These two main project elements may necessitate other changes that fall within the scope of the Delamere project, for example the relocation of office space and/or staff. It is possible that the scope of the role may be widened to include projects in other parts of England.  
  
The post is eligible for the excellent Civil Service Pension scheme and employer contributions have a value equivalent to about 35% of your salary (this is an approximate guide only, candidates should make their own assessment of the value of the pension benefit).

Purpose of the Job

To provide project management support to Forest Enterprise England’s (FEE’s) Delamere project during the current development and planning stage, and then through delivery.   
  
You’ll do this by developing and maintaining project management documents and processes, undertaking research and by organising actions and activity by others to deliver the objectives and work programmes of the Project Leads. The Project Leads are the Head of Plant and Seed Supply (for the nursery development) and the Central England FD Forest Management Director (for the recreation hub development.)   
  
The post will be line managed and project work programmes overseen by the Head of Business Development, based in FC Head Office in Bristol.  
  
The project will take 2-5 years to plan and deliver. This post is initially offered as a three year fixed term contract to support the planning and initial establishment of both elements of the project. There is a strong possibility that a similar project management role in FEE either in Delamere or working nationally will exist in the longer term.

Key Work Areas

1. Work closely with the Head of Business Development, Project Leads and colleagues leading the Delamere Project to co-ordinate, track and manage the progress in the different project work streams.  
  
2. Provide project management support in establishing, managing and maintaining project systems including project plans, progress control, issue and risk systems and documents in line with the overall project management architecture.   
  
3. Undertake desk based or telecom research tasks and produce analysis, reports and written papers where required.  
  
4. Take the lead in managing and maintaining project documentation, including drafting and issuing agendas, documents and presentational material for meetings, workshops and producing formal notes and minutes for distribution.  
  
5. Maintain financial and procurement procedures and records in line with appropriate FCE guidance.  
  
6. Cover for other team members as required in project or programme meetings.   
  
7. Liaise and maintain good working relationships with the staff team in the nursery and forest district, and across Forest Enterprise, gaining understanding and sharing knowledge to obtain improvement/efficiency.

Person Specification

**Experience**  
*Essential*Experience of managing projects and processes  
  
Coordination of multiple strands of activity within strict deadlines  
  
Coordination of the actions and plans of others  
  
Proactive and self-starting initiation of short term actions or tasks and checking that progress in these areas is satisfactory in order to deliver a longer term outcome  
  
Rapid assimilation of new material and ability to extract the salient facts  
  
Proactive and flexible working approach to delivering solutions to problems and efficient and effective approaches to task   
  
Ability to see the bigger picture and balance both the detail and the bigger picture  
  
Ability and enthusiasm to simultaneously manage multiple tasks, ranging from the mundane to highly complex  
  
*Desirable*Working with finances/numbers, and or/ managing budgets  
  
Interest and enthusiasm for Forest Enterprise/the Forestry Commission’s goals  
  
Communication with and constructive engagement with members of the public and stakeholders  
  
**Professional and Technical Expertise**  
*Essential*Proficient use of MS Office Word, Excel and MS PowerPoint, and ability to rapidly learn new IT applications  
  
Expertise to produce documents to a high professional standard  
  
*Desirable*Proficient use of MS Project & Visio  
  
Qualification in project or programme management  
  
Reading, interpreting and amending scale and technical drawings  
  
Understanding of social networking and how this can be effectively used and applied in a business context  
  
**Making Effective Decisions**  
Examine complex information and obtain further information to make accurate decisions   
  
**Collaborating and Partnering**  
Proactively seek information, resources and support from others outside your immediate team in order to help achieve results  
  
**Managing a Quality Service**  
Work with team to set priorities, create clear plans and manage all work to meet the needs of the customer and the business  
  
**Delivering at Pace**  
Create regular reviews of what and who is required to make a project/activity successful and make ongoing improvements   
  
**Other**  
The duties of this post require the applicant to have a full current driving licence that enables them to drive in the UK. However, the Forestry Commission is willing to consider any proposals put forward by applicants that would allow them to do the job by other means.  
  
The post holder will need to use their own vehicle and be mobile locally at Delamere to move between the different sites involved in the Project.  
  
Some regular national travel, overnights and flexibility will be required to attend meetings, for example at the Head Office in Bristol.