



Role Profile

Role title	Senior Programme Officer – Forest for Cornwall (Planting at scale)
Corporate directorate	Sustainable Growth and Development
Service	Environment and Connectivity
Team	Forest for Cornwall
Grade	J
Reports to (role title)	Forest for Cornwall Programme Lead
Version	2
JE code	2249

Approving manager	Mark Holmes
Date	May 2022

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Role purpose

In January 2019, Cornwall Council declared a Climate Emergency and following the development and adoption of the Carbon Neutral Cornwall Action Plan in July of that year launched the Forest for Cornwall.

The Forest for Cornwall aims to enable and empower the people of Cornwall to take action to tackle the climate and ecological emergencies by helping our residents, businesses and communities create a new treescape through the establishment of 8000 hectares of new trees, hedgerows and woodlands across Cornwall.

The Forest for Cornwall (F4C) Senior Programme Officer *planting at scale* role will work as a leading officer within the team with particular responsibility for driving delivery of existing projects and developing new streams of activity within the Programme with a focus on our activity with landowners, businesses and farmers.

The role will also, working with the F4C lead, develop the forward programme, drawing on all possible partners and funding streams necessary for its success.

The role will be responsible for developing and overseeing delivery of a range of projects with a particular focus on enabling the delivery of activity at scale with a focus on enabling landowners, businesses and farmer to plant across Cornwall to aid nature's recovery as part of implementing natural climate and flood management solutions.

The postholder will help manage and mentor the officers in their day to day working with other partners (internal and external) to maximise synergies of effort.

Projects currently developed include the Defra Shared Outcomes Fund and the development of the Forest for Cornwall as one of two Woodland Creation Partnerships. There are many more strands to develop further including working with partners to develop further support materials, working with business and landowners to support tree establishment and advising landowners and land managers.

The Team will work closely with other teams in the Service and more widely across the authority – including Planning, Economic Development and Property. Furthermore, the Officers will also work (and lead) partnership development with a wide set of external partners including Town and Parish Councils, environmental charities, the NHS, private utilities, local businesses, Government bodies, schools, colleges, communities and individual actions.

The aim is to motivate everyone to look after the trees that they already have, to take action to establish more trees and hedges on their own land and in their local community.

Dimensions

Annual financial accountability

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The role will be allocated both revenue and capital funds within the Programme. Whilst there are current funds (both revenue and capital) the postholder will work with the F4C lead to extend the financial reach of the Forest for Cornwall.

Direct accountability for the following roles

A team of up to 5 officers

Total number of employees that report to the role (directly and indirectly)

Up to 5 Project Officers and support roles

Furthermore the postholder will be required to coordinate the work of colleagues/project teams within and outside the team to drive forward projects or activities.

Accountabilities

- Support the management of the F4C Team and maintain regular liaison with other teams across the service and in other services (particularly Property (Farms), planning and Carbon Neutral Team). Facilitate F4C Team meetings and internal updates to ensure maximum engagement of others.
- Oversee, assess and constantly seek to improve quality of advice being offered as part of F4C work, constantly benchmarking against best practice.
- Coordination of aspects of the F4C programme (and component projects) delivery on time and within budget, ensuring quality standards are met at all times ensuring, with a Project Manager that our business systems are effective and deliver both our Programme and customer needs.
- Work with F4C Lead to develop business case for new project areas. This will include exploring new financial flows for trees and woodlands in Cornwall.
- Support F4C Lead to report progress to the Project Board, Steering Group and funders by completing the required documentation in a timely manner
- Supervise the procurement and delivery of contracts to ensure they are delivered to time and budget, and adhere to the project plan (e.g. 'carbon offer')
- Support Partnership Forum development and maturation, maintaining regular contact with all stakeholders to ensure excellent running in keeping with the principles of the F4C and CC.
- Manage and ensure synergy of developing projects with wider F4C and CC ambitions (e.g. Nature Recovery Network), Carbon Neutral Plans etc., ensuring that the outcomes are maximised.
- Contribute to the development of briefs, business cases and promotion of the F4C as required.
- With team supervise and co-ordinate contractors and consultants used to develop project proposals, including communication, outreach and engagement.

- Develop, implement and review an effective communication strategy between all parties (internal and external) to keep F4C in the public consciousness.
- Review all project documentation and fulfil the central coordination role.
- With F4C lead develop medium term plans for F4C including, where appropriate sustainable exit strategies for existing activities and new activities to develop.
- Undertake other duties appropriate including deputising for the F4C Lead as appropriate.

Corporate accountabilities

Information security and governance

Manage information in line with the Council's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance

Safeguarding

Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures

Equality & Diversity

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered

Customer Experience

Drive to continually improve customer satisfaction and maintain a clear and consistent focus on delivering outstanding customer experience

Health, Safety and Wellbeing

Proactively manage health and safety risks and lead on the creation of a positive health and safety culture to safeguard the health, safety and wellbeing of yourself and others. Understand your health and safety responsibilities and lead on compliance with council policy and procedures.

Key objectives

- Oversee and drive the planting at scale project delivery strand of the F4C programme
- Work with F4C Lead to form, develop and mature the F4C Team laying the foundations for a highly effective team.
- Contribute to the Discovery phase of the F4C and further evolve the platform for successful Delivery Phase.
- Contribute to the business cases for Partnership funding with key funders for longer term case with support from the Project Team.
- Lead delivery of key programme components (e.g. carbon offer, key task and finish groups etc.) and other elements to enable activity at scale.
- With Team, develop next stage projects for key elements including, additional contributory offers, funding bids and effective communication delivery.

- With Team, develop next stage projects for key elements including Defra Woodland Creation Partnership funds and agreed partnership projects.
- Develop, and with team, implement and review an effective communication strategy between all parties (internal and external) to keep F4C in the public consciousness. The plan should ensure all stakeholders are able to make a contribution to the F4C programme and its sub projects.
- Submit progress reports and claims as required to CC and funding partners. Provision of Programme and Project updates to Partnership Forum and key internal stakeholders (working to Programme Lead)
- Working with Project Manager, establish systems and procedures to ensure the smooth running of the Programme and its component projects and for monitoring, evaluation and funding purposes as new workstreams are developed.

Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed. Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behaviours	Recruitment and selection
<p>Working together You understand and focus on customer satisfaction and work well with colleagues and partners.</p> <ul style="list-style-type: none"> • You deliver exceptional customer service – you understand and are attentive to the needs of your customers • You listen to the views of others and seek them out • You support and show consideration for others • You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others • You are committed to the protection and safeguarding of children, young people and vulnerable adults • You share information and expertise with others • You are honest, you respect and you build relationships of trust • You share your achievements and acknowledge the achievements of others 	<p style="text-align: center;">Interview</p>
<p>Resourceful You apply expertise, solve problems and make improvements to deliver the best possible customer outcomes.</p> <ul style="list-style-type: none"> • You plan and organise your work and manage your time effectively • You gather relevant information, analyse it and make timely informed decisions in the course of your work • You are flexible and adaptable • You respond constructively to change • You demonstrate financial awareness relevant to the job you do • You use your initiative and are creative in problem solving 	<p style="text-align: center;">Interview</p>

<ul style="list-style-type: none"> You deliver results and demonstrate commitment to serving customers 	
<p>Personal responsibility You take responsibility for your work, your environment and your development.</p> <ul style="list-style-type: none"> You are trustworthy and reliable You pay attention to your own health, safety and wellbeing and that of others You acknowledge errors, report them as appropriate and play your part in addressing them You appropriately challenge unhelpful behaviour You seek feedback and review your own contribution You are open to change and improvement You take responsibility for your development You are enthusiastic about and take pride in your work You act as an ambassador for the Council to our customers 	Interview
<p>Engaging leadership You create a healthy and engaging working environment by building trusting and supportive relationships, encouraging development, recognising achievement and tackling underperformance.</p> <ul style="list-style-type: none"> You give clear direction, you delegate appropriately and you provide a supportive environment in which team members can learn, grow and take responsibility You take opportunities to influence and contribute to strategic planning and development You help your team to understand how their work contributes to delivering the Customer Service Promise and what the Council is trying to achieve You create opportunities to interact personally with all members of your team, you actively encourage team members to share their views and concerns and you give feedback on the outcome You take time to understand the strengths of your team and you encourage and support their development You coach your team to fulfil their potential and recognise individual and team achievements You identify and effectively address your responsibilities for customers, people, finance, performance and change management 	Interview

Knowledge, skills and experience	Recruitment and selection
A successful and demonstrable track record of successful project and or programme delivery within a relevant sphere.	Application and interview
Successful and consistent achievement in a senior delivery role in a relevant field demonstrating excellent skills including coaching, mentoring, motivation and feedback.	Application

Demonstrable ability to innovate and use creativity to achieve outcomes and creating open and engaging team and programme / project ethos.	interview
Experience of developing effective and strong stakeholder and partnership identification and working, building effective relationships and enhancing the reputation of the Council and the team with internal and external stakeholders, partners and the local community	Application and Interview
Successful experience of giving advice to and building relationships with clients and /or elected Members and / or members of associated partnerships	Application Form
Demonstrable communication skills – verbal, written including presenting to a wide cross section of audiences and media	Interview
Demonstrable organisational skills, able to show experience in co-ordinating and managing projects	Application and Interview
Knowledge and experience of procurement, contract (preparation and management), budget monitoring and management process, submission of progress reports, grant claims and grant or equivalent drawdown processes	Application Form
Experience of financial management, health and safety requirements, risk management and principles of project management	Application Form

Qualifications, training or other requirements	Recruitment and selection
Degree in a directly relevant subject area or equivalent qualification or professional experience (for example forestry, ecology, land management)	Application Form
Successful track record of promoting diversity and equality of opportunity in both employment and service delivery	Application Form
The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle	Application Form
This position is subject to a criminal records disclosure check	YES
This is a politically restricted position	NO