

Job Description

1. Job details

Job title:	New Forest Land Advice Service Advisor (fixed-term contract for 18 months)
Team:	Wildlife and Conservation
Directorate:	Environment and Rural Economy
Post number:	P02048
Hours per week:	37
Grade:	7
Base:	Lymington Town Hall
Accountable to:	Wildlife and Conservation Manager
Responsible for:	n/a
Indirectly responsible for:	Volunteers
Budget Responsible Officer (BRO):	No
Car user:	Casual
Politically restricted:	No
Does this post involve working with children and/or vulnerable people?	No
Membership of professional body required:	No
Key liaisons:	New Forest National Park Authority (NPA) staff, NPA members, Natural England, Hampshire and Isle of Wight Wildlife Trust, Environment Agency, Verderers of the New Forest, Forestry England, Freshwater Habitats Trust, local landowners and land managers, equine owners, commoners and neighbouring local authorities.

2. Role summary

- 2.1 To make an effective contribution to the New Forest Land Advice Service (NFLAS) - a small service that enables landowners and managers to access a range of advice, support, training and grants to promote sustainable land management which supports the special qualities of the New Forest National Park and surrounds.
- 2.2 To work with the NFLAS team and key partners to help deliver an integrated and holistic service which is client focused and responsive to needs within the agricultural sector.
- 2.3 To work with organisations and individuals in the local community to promote sustainable land management.

3 Main duties and responsibilities

- 3.1 Provide advice directly to landowners and land managers on sustainable land management practices and opportunities. This will involve, but not be limited to, working with a range of landowners and managers including estates, farmers, equine owners, commoners, parish councils and private individuals.
- 3.2 Work with landowners and partners to enhance habitats on privately owned agricultural land which increase biodiversity side by side with farming. This may be reactive casework or proactive project work such as projects funded through the Green Recovery Challenge Fund or Water Environment Improvement Fund.
- 3.3 Act as a friendly, independent central point of contact for agri-environment schemes, Cross Compliance and other areas of advice on sustainable land management, liaising between landowners/managers and other advisory and grant giving bodies as appropriate.
- 3.4 Deliver advice to local small farmers and New Forest Commoners relating to agricultural transition and offer support and advice around their sources of funding and associated delivery.
- 3.5 Support the Manager in promoting the Service as a customer focused one stop shop for advice, support, training and grants to promote sustainable land management practices within the New Forest.
- 3.6 Work in partnership with key delivery organisations operating within the National Park to help deliver joint land management objectives.
- 3.7 Play a key role in the delivery of the New Forest Farming in Protected Landscape Programme, working with farmers, landowners and other land managers to guide them through their applications, support them with delivery and report outcomes to DEFRA.
- 3.8 Provide advice to the New Forest Higher Level Stewardship (HLS) Scheme Board to aid them in the implementation of their HLS agreement for the New Forest.
- 3.9 Input into the recording and monitoring of the effectiveness of the Service in delivering its aims and targets.
- 3.10 Work closely with colleagues in the NPA to provide advice on a range of land management issues and input into various work areas including but not limited to Nature Recovery, the Net Zero with Nature Programme and Ecology.

4 Problem solving

- 4.1 A commitment to the highest standards of customer care, and to the achievement of professional, timescale and financial targets will often require an appropriate prioritisation of work. A need to be self-motivated and manage a challenging workload in an effective manner.
- 4.2 Take initiative, analyse problems and suggest possible solutions and their implications, and respond positively to change. A requirement to draw on own experience and successful initiatives and adapt these to the particular needs of the New Forest National Park and surrounding area.

5 Decision making

- 5.1 Targets and objectives are set by the line manager. The postholder will be required to translate these into a clear work programme and prioritise work to achieve the Service's varied requirements.

- 5.2 Required to manage internal and external expectations of what the Service can deliver.
- 5.3 Take day to day decisions. In the line manager's absence, decisions outside of the post holder's own knowledge area should be referred to other managers.

6 Operational responsibility

- 6.1 May from time to time be responsible for volunteers.
- 6.2 Suggest improvements to policies and procedures to the benefit of the NPA and its staff in relation to the New Forest Land Advice Service.
- 6.3 The postholder will have access to sensitive information and there will be a requirement to ensure impartiality in providing advice to both internal and external partners.

7 Communication

- 7.1 The job will have significant influence on the perception of the NPA by the land management sector, a key audience in the delivery of the National Park Management Plan.
- 7.2 The postholder will be required to effectively negotiate with and influence a wide variety of audiences and will need to adapt their style and approach appropriately. They will often be required to convey complex issues clearly and understandably.

8 Working conditions

- 8.1 The work will be a mixture of office-based, home-based and time spent out in the field providing direct advice to land managers. Work outside normal office hours will be required on occasions.
- 8.2 The position may involve contact with people with differing views to the NPA's objectives.
- 8.3 Frequent lone-working in relatively remote locations; woodlands, heathland and within the open forest.

9 General

- 9.1 The postholder must at all times carry out his/her responsibilities with due regard to NPA policy and procedures.
- 9.2 All staff have a responsibility to participate in the NPA Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

10 Job description agreement

- 10.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to changing needs.

**Job holder's
signature:** _____

Date _____

**Manager's
signature:** _____

Date _____

Person Specification

New Forest Land Advice Service Advisor Environment and Rural Economy

No	Criteria	Essential	Desirable	Assessed by
	Education / qualifications A degree or equivalent in a relevant subject e.g. Ecology, Conservation Biology, Countryside Management)	Y		A
	Experience Demonstrable relevant professional experience.	Y		A / I
	Demonstrable experience of providing land management advice out in the field.	Y		A / I
	Experience of working with relevant partner organisations.		Y	A / I
	Knowledge Good IT skills and knowledge of current systems including Microsoft (Word, Excel, Outlook) with the ability to adapt to new systems.	Y		A
	Good working knowledge of GIS.	Y		A / I
	Understanding of rural issues.	Y		A / I
	Knowledge of the main pastoral and arable farming systems within the New Forest area.	Y		A / I
	A sound understanding of different land management types including their potential impacts on the environment and possible environmental opportunities.	Y		A / I
	Knowledge of landscape character issues.		Y	A / I
	Good understanding of agri-environment schemes and their applications.	Y		A / I
	Good understanding of the ecology of the Open Forest habitats.	Y		A / I
	Knowledge of woodland management techniques, plans and grants to enhance biodiversity and the woodfuel and timber market.		Y	A / I
	Understanding of ecological survey methodologies.		Y	A / I

No	Criteria	Essential	Desirable	Assessed by
	Skills Excellent proven verbal, written and presentation skills.	Y		A / I / T
	Ability to work closely with others and communicate with land managers, volunteers, Commoners, Verderers and farmers	Y		A / I / T
	Good organisational skills with experience of managing own workload to meet deadlines	Y		A / I
	Good customer service skills to interact effectively and professionally with external and internal customers	Y		A / I
	Ability to work as a member of a multi-disciplinary team	Y		A / I
	Excellent plant identification skills (in the context of New Forest habitats).	Y		I
	Impact and attributes Ability to understand the need to treat all information confidentially.	Y		A / I
	A full driving license and access to a vehicle	Y		A
	Ability to work outside office hours	Y		A / I
	Political awareness		Y	A / I

Evidence assessed by key:

A = Application form

I = Interview

T = Testing / assessment / presentation