JOB DESCRIPTION

1. IDENTIFICATION OF JOB

JOB TITLE	Green Infrastructure & Planning Officer
FUNCTION	Operations
RESPONSIBLE TO	Green Infrastructure & Planning Manager
RESPONSIBLE FOR	N/A
BUDGETS HELD	The role is responsible for securing and managing section 106 funds to support forest creation. It will also support our small grants for green infrastructure projects.

2. OVERALL PURPOSE OF JOB

To support the National Forest Company's approach to developing and promoting the Forest as an exemplar place for green infrastructure through the delivery of the National Forest 25-year vision.

This will comprise ensuring appropriate local planning policies are in place and engaging with planning applications to ensure the delivery of green infrastructure and S106 monies are maximised to support National Forest priorities. The role will also support the Green Infrastructure and Planning Manager to develop strategic approaches to increase urban canopy cover, promote sustainable design and development and resolve planning matters relating to National Forest Company (NFC) land acquisition, establishment and use of sites.

3. MAIN RESPONSIBILITIES

Planning policy and partnerships

a) To work closely with Local Planning Authorities to ensure the National Forest 25-year vision is strongly supported in Local Plans, Minerals and Waste Plans, and other Development Plan Documents.

b) To work with the Green Infrastructure & Planning Manager to produce, update and promote the National Forest planning guidance in accordance with the National Forest 25-year vision including the Guide for Developers and Planners, Design Charter, and other documents.

c) To support consultation responses to other external policy and legislation to support the National Forest. This includes the National Planning Policy Framework and Guidance, HS2, economic development and growth plans, green infrastructure policies and strategies and other national policy initiatives.

d) To develop and maintain positive relationships with local authorities (planners, economic development officers and councillors), developers, agents, landowners, and other partners to support the work of the NFC.

Planning delivery & monitoring

e) To monitor and assess planning applications, and proactively engage with developers, agents, and Local Authorities to ensure compliance with the planting guidelines and maximise Forest gain from proposals.

f) To lead on securing financial contributions in lieu of on-site planting in accordance with the NFC's Guide for Developers and Planners and secure their inclusion in s106 agreements and through other mechanisms.

g) To monitor development, minerals, and waste sites to ensure implementation and maintenance of agreed green infrastructure to a high standard.

h) To maintain a database of section 106 agreements, contributions and triggers, identify suitable projects and ensure contributions and payments are made as required.

NFC land and other projects

i) To provide planning advice for potential NFC land acquisition, ensuring former development obligations are addressed and advising on Forest-related development.

j) To provide advice regarding any planning implications of proposed works on NFC sites and secure necessary planning permission or consent for works as required.

k) To provide planning advice across the team to support masterplanning, grants distribution and business advice (eg for the visitor and woodland economy).

Urban forestry and Forest identity

l) To work with local authorities to develop a stronger Forest identity for our town centres including advising on approaches to greening, public realm, and connectivity.

m) To support the NFCs approach to urban forestry including working with the Research and Evidence Manager, local authorities, and partners to measure, monitor and increase urban canopy cover. Including utilisation of government funds, tree planting grants and incentive schemes.

n) To contribute towards establishing and improving Forest access standards in urban areas through all available mechanisms and support the creation of key non-vehicular

links across the Forest.

Corporate development

o) To promote planning and green infrastructure issues and the National Forest through the media in conjunction with the Development Team.

p) To be a member of the Operations Team, contributing to regular planning and reporting as required.

q) To contribute to the NFC Working Groups and Board as required.

r) To undertake other relevant duties as directed by the Green Infrastructure & Planning Manager.

JOB SPECIFICATION

Benefits of working with the NFC

We are open to receiving both part-time and full-time applicants for this permanent post. Part-time applicants must be willing to work a minimum of 22.5 hours per week, full-time hours will be 37 hours per week. The successful candidate will be appointed within the HEO Grade salary range of £29,179 - £32,160 pro rata per annum.

Pension
An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

- **Alpha:** This a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is c27% of salary.
- **Partnership pension account**: This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

Generous Annual Leave and Bank Holiday Allowance
We offer 30 days' annual leave and 10.5 days public and privilege holidays.

Staff Bonuses
We offer end of year performance awards to our employees.

Place of Work
The principal place of work will be at the National Forest Company's office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. You may also be eligible for relocation expenses. During the coronavirus employees are working from home with limited access to the office. We are currently reviewing our working from home policy to increase flexibility for employees.

Learning and Development
Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC' work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

Staff Wellbeing
We have various measures in place to assist with the wellbeing of our staff including:

- **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
- **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.

Unsocial hours
Due to the nature of the work some unsocial hours will be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

Driving licence
A full driving licence is required as the post-holder will often need to travel and will be expected to have a vehicle available for use on NFC business, for which the NFC will pay mileage (currently 45p per mile).

Policies and procedures
All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the National Forest Company. This includes promoting and acting as an ambassador for the National Forest.

PERSON SPECIFICATION

	Essential (E) or Desirable (D)
EXPERIENCE & QUALIFICATIONS	
Post graduate degree in planning.	E
Chartered Membership of the Royal Town Planning Institute or willingness to work towards.	E
Experience of working in a planning environment, influencing development plans and /or planning applications to secure green infrastructure	E
Experience of liaison with a range of partners including planners, developers, agents, landowners, and environmental bodies	E
Experience of delivery of biodiversity net gain through the planning system	D
KNOWLEDGE	
Broad knowledge of green infrastructure principles, biodiversity net gain, trees and woodland creation and sustainable design	E
Knowledge of town and country planning legislation, policy and guidance	E
Knowledge of planning practice and procedures at national, county and district levels	E
Knowledge of the National Forest	D
SKILLS	
Ability to analyse, assimilate and communicate complex and technical information	E
Excellent written and oral communication skills	E
People skills to build and maintain relationships and cooperation between organisations, groups and individuals	E
Good project management and administration skills	D
Excellent IT skills including MS Office.	E
PERSONAL QUALITIES & BEHAVIOURS	
High level of enthusiasm and self-motivation	E
Flexible and positive outlook with initiative to generate new ideas	E
Collaborative team player, able to work effectively individually and across the organisation	E
Ability to prioritise workloads and work independently to meet deadlines	E
Commitment to environmental issues and equal opportunities	E

The National Forest Company
12th February 2021