



Malvern Hills Trust

Position: Estate Supervisor, (FT – 1 year contract)
Responsible to: The Operations Manager
Starting Salary: NJC Scale Point 15-18 (£23,514 - £24,057)

An exciting opportunity has arisen to join the estate management team in one of Britain's most iconic landscapes. The successful candidate will carry out a wide range of practical tasks involved in managing the Malvern Hills and commons.

This is initially a temporary fixed term post for 1 year.

Closing date is Monday 18th January 2021 (12 noon). We anticipate interviews will be held by video on Friday 29th January 2021. To apply, please return your completed application form via email to Reception@malvernhills.org.uk or via post to **CEO, Malvern Hills Trust, Manor House, Grange Road, Malvern WR14 3EY** marked 'Private and confidential'.

The area

The Malvern Hills and commons are a nationally important and iconic area of the British countryside. Over 1,000,000 people flock to the area each year and the view from the top of the Hills has been voted one of the best in Britain. The area has been designated an Area of Outstanding Natural Beauty, a Site of Special Scientific Interest and the Hills contain a number of Scheduled Monuments.

The organisation

The Malvern Hills Trust is a statutory body established by Act of Parliament in 1884 and is also a registered charity. The Trust manages the majority of the Malvern Hills and Commons – totalling over 1200ha (3000 acres). The Trust's duties and responsibilities are set out under the 1884 Act and four subsequent Acts and include:

- Preserving the natural aspect of the hills
- Protecting and managing trees, shrubs, turf and other vegetation
- Preventing unlawful digging and quarrying
- Keeping the hills open, unenclosed and unbuilt on as open spaces for the recreation and enjoyment of the public
- Conserving and enhancing biodiversity, Sites of Special Scientific Interest and Scheduled Monuments on its land

The role

Responsible to the Operations Manager, the Estate Supervisor will assist with practical land management tasks across all land managed by the Malvern Hills Trust, having particular responsibilities for tree surveys, building and countryside furniture maintenance and management of contractors, whilst having due regard for the landscape, wildlife and archaeological features. Work needs to conform to environmental good practice and Health and Safety legislation, and there is a need to ensure work complies with the Trust's duties under the Acts of Parliament.

Please note this role will involve working outdoors on steep and rough terrain.



Job Description

Job Title:	Estate Supervisor
Salary:	NJC Scale Point 15-18 (£23,514 - £24,057).
Place of Work:	Based at Wyche Road Depot, Malvern
Hours of Work:	37 hours per week, Monday to Friday 8am to 1pm and 1.30pm to 4pm
Responsible to:	Operations Manager
Responsible for:	Field staff, Contractors
Key Relations:	CEO, Conservation Manager, Wardens

Job purpose:

- To work with the Operations Manager and field staff in undertaking the day-to-day management of all works across the Trust's estate.
- In particular to assist with the tree safety survey and the planning and execution of tree safety works across the estate.
- To undertake the regular inspection and maintenance of buildings and structures on Trust land in line with the building maintenance schedule, including checks to ensure all relevant certification and standards are being met and to maintain accurate records.
- To assist with implementation of key building projects.
- To survey and record the condition of all access furniture (gates, steps, stiles, footbridges, boardwalks etc) and organise repairs as required.
- To undertake and document checks and record compliance with all safety standards and regulations, including First Aid, Health and Safety, COSHH, PUWER and other relevant regulations.
- To deputise for the Operations Manager as required and during periods of holiday and sickness.



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Duties:

General duties

- To assist the Operations Manager (OM) in the planning and execution of estate maintenance and conservation works on the Trust's property, (with particular responsibility for tree safety works, buildings and structures) in coordination with the CEO, Conservation Manager, and Finance Manager and in line with the Land Management Plan and Business Plan.
- To assist the OM in liaising with and supervising contractors, to ensure they have relevant insurance and appropriate method statements and systems of work processes.
- To assist the OM to make recommendations as to the selection and acquisition of capital machinery, equipment and tools for the Trust.
- In coordination with senior staff, to assist in the preparation of the annual budgets for land management and estate maintenance purposes.
- In the OM's absence or at the OM's direction, to assume the OM's delegated authority for placing orders for essential purchases.
- To be responsible for good management and maintenance of equipment and vehicles.

Trees

- In coordination with Conservation Staff, undertake or facilitate regular annual tree safety surveys across the Trust's estate in line with all current policies on tree safety.
- In coordination with Senior Management, compile tenders for any tree works required and consider contractors for works.
- To oversee and supervise contractors engaged by the Trust to undertake tree works on Trust land.

Buildings and structures

- To ensure annual inspections of all Trust properties, buildings and structures are undertaken and fully recorded, and to ensure all relevant certificates (e.g., gas, fire and electrical certificates) are in place and up to date.
- To plan for and supervise minor building repairs and maintenance works, and when required to supervise and coordinate contractors engaged on larger projects.
- Undertake annual inspections of all access furniture (gates, steps, stiles, footbridges, boardwalks etc), to maintain an accurate record of such inspections, and to organise repair works as required.
- To ensure biannual checks of all quarry safety fencing and signage are undertaken and recorded, and implement works as necessary for their maintenance.



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Recording

- To assist the OM in the maintenance of a current capital equipment inventory and to keep records of its maintenance in line with relevant regulations.
- To assist the OM in maintaining the annual Operations Log.
- To assist the OM in the development and maintenance of complete and compliant H&S systems and documentation (including risk assessments and method statements, COSHH materials register, PUWER and Vibration Equipment compliance records).
- Ensure that any accidents are entered accurately in the accident book, and to inform the CEO or other relevant staff of any notifiable accidents or other incidents.
- To maintain and update First Aid kits of all field staff.

Other

- To undergo First Aid and other relevant training and personal development to improve knowledge and skills
- Where required act as a point of contact with residents, the public and others on estate management matters and assist in dealing with enforcement actions in relation to the byelaws.
- To liaise with and maintain good relationships with other local and regulatory organisations, and to promptly report any complaints or incidents to Senior Management and to assist in responding to or dealing with those received.
- To deputise for the OM in their absence.
- To undertake any other work for the proper maintenance of the Trust's estate.

A full job description will be issued to the successful applicant.

The Malvern Hills Trust reserve the right to alter the contents of this job description after consultation with the post holder to reflect changes to the job or service provided without altering the general character or level of responsibility.

Duncan Bridges, Chief Executive Officer

16/12/2020



Person Specification Skills and Experience

Essential

Skill Required	Certification / qualification/ experience
Driving on road	Full current driving licence including entitlement to drive tractors
Tractor driving	Experience of tractor driving
Use of tractor driven PTO machinery and equipment	Experience of using machinery such as winches, mowers, chippers etc
Machinery maintenance	Experience of maintaining both tractor mounted implements and other machinery as above
Use and maintenance of chainsaws and basic felling techniques	Experience of using / maintaining chainsaws and basic felling techniques
Possession of current chainsaw ticket	Current certification, eg; LANTRA CS30/31 or NPTC 201/202
Basic practical hand and power tool skills	Experience of using and maintaining a range of hand and power tools
Tree surveying	Experience of undertaking tree safety surveys and hold at least one relevant qualification in basic tree inspection
Health and Safety	Experience of undertaking risk assessments and method statements for practical site works
Team working	Experience of working as part of a team delivering practical land management
IT skills	Experience of using Microsoft Office applications and computerised record systems
Pesticide application	Experience and understanding of using pesticides in conservation management and on designated sites
Access paths and furniture	Experience in construction and maintenance of access infrastructure and furniture
Contractors	Experience of dealing with / instructing contractors



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Desirable

Skill Required	Certification / qualification/ experience
Off road driving skills	Experience and /or training in driving off-road, particularly on steep slopes
Trailer use	Experience of driving with trailers. Possession of BE or other Category entitlement to drive a trailer between 750kg and 3500kg
Pesticide application	Experience of using / maintaining handheld pesticide applicators. Current certification, e.g. NPTC PA1/PA6A Knapsack sprayer certification
Use and maintenance of brush-cutters and clearing saws	Experience of using / maintaining strimmer's, brush-cutters, and clearing saws Current certification, e.g. NPTC ABC02 Brush-cutter use
Building maintenance and groundworks	Experience of undertaking and supervising building maintenance works and groundworks (inc. drainage and water supply)
Project management	Experience of managing building maintenance and construction projects
Health and Safety	Experience of maintaining records relating to safety of work equipment and materials (i.e., COSHH register, PUWER, Noise and Vibration regulations)
Tender documentation	Experience in writing and / or assessing tender documentation and contract procurement and management
Protected and designated sites	Experience of undertaking practical environmental works on designated sites
Public liaison	Experience of dealing with the public on a public access site, and liaising with neighbouring landowners