



## FURTHER PARTICULARS OF ROLE

**Instructor – Forestry & Arboriculture**  
**Permanent, Full-Time**  
**Barony Campus**  
**ASWF/ILM/029/21**

### ABOUT SRUC

#### **SRUC – A Further & Higher Education Institute for the Rural Sector**

SRUC (Scotland's Rural College) is a widely respected higher education and further education institute dedicated to producing specialist research, delivering high quality education and providing comprehensive consultancy services in the rural sector within the UK and beyond. An organisation unique in Scotland and one of the largest organisations of its kind in Europe; we aim to lead the way in innovation and sustainable development in the agriculture and rural sectors at local, national and international levels.

A large part of the business is devoted to the education of over 6000 students, and by combining high quality relevant courses and excellence in teaching and support we are able to offer our students the opportunity to progress in their studies from access level right up to PhD. A cornerstone of SRUC is our internationally respected research, which seeks to address the major challenges of growing global demand for food, climate change and dwindling natural resources. Drawing on this foundation of cutting edge research, much of SRUC's emphasis is on knowledge transfer and exchange.

Working closely with both education and research SAC Consulting is a division of SRUC which delivers leading edge advice and consultancy to over 12,000 clients in Scotland and the North of England. Our consultancy services for farm and rural business include diversification, crops, livestock, business management, food and drink and veterinary services. We have approximately 1300 members of staff working in over 50 locations across Scotland, and the organisation's annual turnover is around £78m.

#### **Our Ambitions**

- Develop within SRUC academic resources which have national impact and global influence.
- Become a global leader in land-based research and consultancy services.
- Operate as a sustainable, well-resourced organisation with exemplary environmental credentials and real ownership amongst students, staff and stakeholders.
- Build on our assets and reputation.



## FACULTY

Academic – South & West

## GROUP

Intergrated Land Management

## ROLE REQUIREMENTS AND RESPONSIBILITIES

Detailed below are the job description, person specification and qualifications listing the essential and desirable requirements for the post, which will be used as the basis for shortlisting. When applying for the post please use the 'Supporting Statement' section of your application to address the list of requirements indicating how your qualifications, experience, skills, knowledge and disposition match the qualities in the list, together with examples if possible.

Please contact Martyn Davies, Senior Forester, by email at [martyn.davies@sruc.ac.uk](mailto:martyn.davies@sruc.ac.uk) or by telephone on 01387 860 251 if you would like to discuss any details of the requirements and responsibilities of this post.

## JOB DESCRIPTION

We are seeking a highly motivated individual to join our forestry and arboriculture team at SRUC's Barony Campus.

The successful candidate will have proven experience of working in the Arboriculture or Forestry industries to include chainsaw operations and machine maintenance. They will have experience of working to deadlines within the Arboriculture or Forestry commercial sectors.

Key responsibilities of the Instructor will include:

- Contributing to the development and delivery of an industry-led, vibrant programme of growth for SRUC's forestry and arboriculture education and training capability in the South and West Faculty
- Contributing to the delivery of forestry related training and education activities in the South and West Faculty, including both campus-based and work-based students
- Providing guidance and support to enable learners from all sections of the community to be included in education and achieve their potential as successful learners and future citizens
- Planning and preparing an engaging, inclusive learning experience to progress learning, working both independently and cooperatively with others where relevant
- Ensuring that campus-based and work-based learning programmes meet as a minimum the relevant contractual and QA/QC requirements, including the compilation and submission of internal and external data and reports as required
- Ensuring compliance with the policy and guidelines on health and safety in teaching

- Working with the Senior Forester to help identify opportunities to further develop the academic portfolio to increase student recruitment
- Working with the Senior Forester to help identify opportunities to further develop the academic portfolio for national and international recruitment
- Contributing, where relevant, to the delivery of wider forestry and environmental management related training and education activities, including assisting with the development of a good working relationship with colleagues that have relevant interests (e.g. within SAC Consulting)

The post-holder will perform additional duties as directed from time to time by the Senior Forester and Head of Department. The post holder must use their initiative in the conduct of their work, and apply sound judgement at all times to ensure that they conduct themselves within the framework of SRUC regulations and procedures.

### PERSON SPECIFICATION

Please see below details of the essential and desirable criteria required for this post. Applicants will be shortlisted based on meeting this criteria. Please ensure you complete your application form considering the criteria below:

Competencies	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> <li>• Relevant industrial qualification of at least SCQF level 6 (SVQ/MA level 3, NC or Extended diploma in Forestry and Arboriculture.</li> <li>• Relevant industry certifications or accreditations.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching/training qualification.</li> <li>• Assessor qualification (L&amp;D 9).</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills.</li> <li>• Good organisational skills and time management skills.</li> <li>• Ability to work to deadlines.</li> <li>• Ability to work under own initiative and develop strong links with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Good links into employers and wider industry.</li> </ul>

	<ul style="list-style-type: none"> <li>• Good IT skills.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working in the Arboricultural or Forestry industries.</li> <li>• Experience of modern forestry and / arboriculture practices.</li> <li>• Proven experience of tree felling and daily machine maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working collaboratively across disciplines.</li> <li>• College or training provider teaching experience.</li> <li>• Experience working with young people.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the education and training needs of the Arboriculture or Forestry sectors.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of how best to identify learners' needs and provide appropriate guidance and support.</li> <li>• Knowledge of the operation of vocational and full time qualification training.</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>• Self-motivated.</li> <li>• Current full driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent team player.</li> <li>• PCV Minibus licence.</li> </ul>

### **ENVIRONMENTAL RESPONSIBILITIES**

SRUC expects the post-holder to carry out their job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently.

### **BRIEF STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT**

#### **EMPLOYER (Head Office)**

SRUC, King's Buildings, West Mains Road, Edinburgh EH9 3JG.

#### **GRADE AND SALARY**

The appointment will be made on the salary scale: £23,254 – £26,374 per annum.

Any cost of living increases are normally awarded on 1<sup>st</sup> August each year.

#### **CONTRACT TYPE**

Permanent, Full Time.

## **LOCATION**

Barony Campus

## **HOURS OF WORK**

This instructor post has a normal working week of five days (Monday to Friday) of 35 hours (excluding lunch breaks).

Staff may be expected to attend occasional evening and weekend meetings/events. Reasonable notice will be given and the post holder may take compensatory time off in lieu (known as TOIL).

## **BENEFITS**

### **ANNUAL LEAVE**

Annual leave entitlement is 21 flexible annual leave days each year, rising to 26 working days after 5 years service.

On average 12 fixed public and privilege days each year which are to be taken according to SRUC arrangements.

Holiday entitlement for part-time staff is worked on a pro rata basis of the full-time entitlement. Where staff work irregular hours, their holiday entitlement will be calculated on an hourly basis.

### **PENSION**

All employees may choose to become a member of the Group Personal Pension Scheme. Employee contribution is a minimum of 5% of salary and employer contribution is set at 10%. Contributions are paid through salary sacrifice which attracts income tax and NI savings for employees. Employees for this role may also chose to join the Teachers Pension Scheme (SPPA).

Existing employees are expected to continue in their existing pension scheme.

### **CYCLE TO WORK**

SRUC can provide you with a new bicycle and the appropriate cycling safety equipment through a salary sacrifice scheme, providing the main use of the bike is for commuting to work. You will incur no tax and National Insurance on the benefit.

### **RAC MEMBERSHIP**

All employees are eligible to join the RAC's discounted Membership Scheme which offers significant savings on normal subscription rates. Members can have more than one car covered. The number of call-outs is unlimited, although RAC reserves the right to review memberships and refuse renewals of memberships.

### **MOBILE PHONES**

SRUC may provide a mobile phone to employees required to travel in the course of their duties.

## **FAMILY/LIFESTYLE FRIENDLY**

SRUC is committed to assisting employees in achieving a work/life balance and has several supporting family/lifestyle friendly policies to reflect this. A brief outline of what is available to all employees is as detailed below:

Maternity pay and leave	6 months full pay + 3 months statutory maternity pay (after qualifying period)
Adoption pay and leave	6 months full pay + 3 months statutory adoption pay (after qualifying period).
Paternity pay and leave	2 weeks full pay for all fathers (after qualifying period).
Parental leave	Up to 13 weeks unpaid leave to a maximum of 4 weeks per year (pro rata for part-time staff) to spend with children under the age of 6, or in the case of disabled children until the age of 18.
Flexible working	SRUC is willing to consider requests for flexible working arrangements, such as part time and home working, for all groups of staff (regardless of their family situations), where such requests are consistent with operational needs.
Childcare vouchers	The scheme allows all parents or carers to receive a proportion of their salary in childcare vouchers, which are exempt from tax and National Insurance. The vouchers are redeemable in whole or part for childcare services used can be used in a variety of places including nursery, after school clubs and holiday play schemes.
Give as You Earn	Employees can make donations to a chosen charity directly from pay, up to an annual limit and receive tax relief.

## **CULTURAL AND RELIGIOUS NEEDS**

We respect the cultural and religious lives of our staff. If you need time away from work, or special facilities, and can give plenty of notice for arrangements to be made, this will always be considered.

## **STAFF DEVELOPMENT**

SRUC is committed to providing the development and training necessary to ensure that all employees have the knowledge and skills required to fulfil their job roles effectively.

Staff development is of major importance to SRUC and accordingly, we try to provide every opportunity for future career development. This includes thorough induction into the organisation and regular reviews of learning and development needs.

## **SPONSORED EDUCATION**

As a learning organisation, SRUC is committed to investing in its employees and accordingly may fund courses that that will lead to an externally recognised qualification such as an HNC, HND or equivalent, undergraduate/postgraduate degree qualification, where such a qualification will demonstrate benefits to both the organisation and the individual.

## **TRADE UNION**

Trade Union representation is recognised by SRUC. You may be contacted by relevant unions once you commence employment with SRUC. Members of staff are free to decide whether or not to become members of a trade union.

## **ADDITIONAL**

### **EXPENSES**

No assistance can be given towards expenses incurred in taking up appointment.

Assistance will be given towards travel expenses for interview.

### **TRAVELLING AND SUBSISTENCE**

Travelling and subsistence expenses incurred in connection with the duties of the post will be paid according to the reimbursement rates in effect.

### **DRIVING LICENCE**

If a driving is an essential or a major part of your job role in SRUC, you must have a full current driving licence at all times. If the post requires you to drive a minibus then a D1 category will be required on your driving licence.

### **NO SMOKING POLICY**

SRUC operates a 'No Smoking' policy.

## **EQUAL OPPORTUNITIES**

### **EQUAL OPPORTUNITIES POLICY STATEMENT**

It is the policy of SRUC to provide equality of opportunity for all applicants for employment and for all its employees.

This policy of equal opportunity will apply regardless of a person's gender, age, marital status, parental status, race, colour, nationality, ethnic origin, religious beliefs, HIV status, sexual orientation, gender identity, gender reassignment, transexualism or physical or mental disability, or any other inappropriate distinction.

SRUC is committed to the development and use of employment procedures and practices, which do not discriminate and which will provide genuine equality of opportunity for all employees.

### **DISABILITY POLICY STATEMENT**

SRUC is committed to a positive and pro-active approach to people who have a disability/learning difficulty (e.g. a physical disability, sensory impairment, medical condition, learning difficulty or mental health condition). SRUC would seek to enable employees with any such disability/learning difficulty successfully to pursue their work in equality with all other employees, through recognition of the additional support they may need to achieve this.

SRUC is committed to the Disability Confident scheme which includes recognition of the Two Ticks Positive About Disability process and guarantees an interview to people with disabilities who meet the essential criteria for a job vacancy. Human Resources will monitor compliance with this commitment.

Please inform Human Resources if any adjustments or support are required for interview, or whether any adjustments or adaptations may help you overcome operational difficulties presented by the job.

Although disabled applicants are not obliged to inform employers of their disability they will still be covered by the Equality Act 2010 once their disability becomes known.

## STANDARD PRE-EMPLOYMENT CHECKS

When recruiting new staff we are required to ensure that the character and background of applicants are thoroughly assessed to maintain and implement an effective risk assessment and recruitment policy. We therefore take the following steps to vet any applicant:

### 1. REFERENCES

As part of the selection process references (employment and/or character) will be obtained on all potential new employees **prior to the commencement of employment**.

If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who know you from recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'work colleague', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; your attendance during the last 12 months; and of any disciplinary processes which are still considered 'live'.

We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) *you must state this explicitly alongside the details of the relevant referee(s)*.

We have the right to withdraw a conditional offer of employment if the references are unsatisfactory, or if we are unable to obtain a reference without good reason within a reasonable time period.

### 2. MEDICAL

As part of SRUC's employment process, we ask all successful candidates to complete a pre-employment medical questionnaire. The pre-employment medical questionnaire will be issued to the successful candidate at the offer stage. Please note that any offer of employment is conditional upon the completion of satisfactory completed pre-employment medical questionnaire.

The purpose of the pre-employment medical questionnaire is to ensure we fulfil our responsibilities under the Health and Safety at Work Act 1974 and ensure that the proposed employment does not present any risks from a medical point of view.

### 3. DISCLOSURE SCOTLAND – PVG checks

The successful applicant for this post will be subject to a PVG Report as to the existence and content of any criminal record (known as disclosure) and any offer of employment will be subject to SRUC being satisfied with the outcome of the disclosure check.

SRUC may, following the check, terminate the contract with immediate effect if not satisfied with the suitability of the successful applicant for employment by reason of criminal record or antecedents. SRUC reserves the right to determine this issue at its sole discretion.

Application forms for PVG will be sent with the offer letter to the successful applicant. The form should then be completed in full and returned to Human Resources – we will then complete the necessary parts required by SRUC (including the payment details) for submission to Disclosure Scotland for processing.

Further information regarding disclosures and the Code of Practice and Explanatory Guide can be obtained from Disclosure Scotland's website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

## APPLICATIONS

### **Applications from disabled applicants:**

SRUC believes in equality of opportunity and freedom from discrimination for all its current and potential employees and strives to be a leader in the provision of this basic right and has accordingly made a commitment to improve employment opportunities for people with disabilities.

SRUC is an accredited member of the Department for Work and Pensions two ticks symbol 'Positive About Disabled People' in recognition of our commitment to meet the essential five criteria regarding the employment, retention, training and career development of disabled employees. This means that SRUC has undertaken to guarantee an interview to all applicants with a disability who meet the essential requirements of the job as contained in the person specification and will take all reasonable steps to meet any special requirements individuals invited to interview may have.

Please let Human Resources know if any adjustments or support are required for interview, or whether any adjustments or adaptations may help you overcome operational difficulties presented by the job.

### **Applications from Non-EU Nationals:**

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.

For academic and research vacancies, or posts that require very specialist skills we can apply for a work permit (although there is no guarantee that this will be granted) if there are no suitable EU candidates available to appoint. Applicants who would need a work visa if appointed to the post are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

- (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

In the case of all other posts it is highly unlikely that a work permit would be granted, therefore if you are not currently eligible to work in the UK it is unlikely that we would be able to consider you for those posts.

Please refer to the Home Office website if you require further information on work permit requirements at: <https://www.gov.uk/government/organisations/uk-visas-and-immigration> .

### **Completing the application form:**

Your application will be judged solely on the basis of how your skills and experience match the requirements of the post, which are detailed in these further particulars. We are happy to consider transferable skills or experience which you may have gained outside the context of paid employment or education.

### **On-line Applications:**

You can apply online [www.sruc.ac.uk/jobs](http://www.sruc.ac.uk/jobs)

In order to apply on-line you will need to register your details/create an account to be able to access the current vacancies and submit an electronic application.

We would recommend that electronic applications are sent at least 24 hours in advance of the deadline, to ensure there are no technical difficulties.

### **All Applications:**

Reference **ASWF/ILM/O29/21** should be quoted in all communications.

Closing Date:

The closing date for all applications is **30 July 2021**.

### **How will the information on the forms be used?**

The information collected on the equal opportunities monitoring form does **not** form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of SRUC's equal opportunities policy.

Your application form will be circulated to the selection panel. They will use this information to assess your suitability for the post against the selection criteria. If appointed, your application will be retained on your confidential personnel file. If you are unsuccessful, your application will be retained for six months and then disposed of securely.

At all times the information will be held securely in accordance with the terms of the Data Protection Act 1998.

## INTERVIEWS

### **Interviews:**

Candidates selected for interview will be informed in writing of interview schedule and location.

### **Additional Interview Requirements:**

You will be asked at a later stage whether you need us to make any adjustments for the interview.

If you wish to discuss any concerns about the application process and scheduling in this respect, please contact Human Resources on [recruitmentteam@sruc.ac.uk](mailto:recruitmentteam@sruc.ac.uk).

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Details of the required documents will be sent to those candidates who are invited for interview and the relevant original documents must be brought along to the interview for checking and copying.

## DISCLAIMER

These particulars are issued by Human Resources, SRUC, Edinburgh. They are intended to represent a description of the duties at the time of writing, although this accuracy cannot be guaranteed. SRUC reserves the right to vary these particulars or make no appointment at all. Neither in part nor in whole do these particulars form any contract between SRUC and any individual.

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