

Head of National Grants and Regulations

Candidate Information Pack, April 2025



LHH

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Welcome from Anna Brown, Director of Forest Services

Thank you for your interest in the role of Head of National Grants and Regulations.

At the Forestry Commission, we are united by a shared vision to help tackle some of society's biggest challenges through thriving forests, woods and trees.

Forest Services is the part of the Forestry Commission delivering grants, regulations and advice, and as the Director it is a privilege to lead this part of the Forestry Commission which is dedicated to protecting, expanding and improving our treescape, and helping to ensure more people are connected to our treescape and the myriad of benefits this brings.

We are committed to tackling the pressing challenges of our time, and we understand that our work has a positive impact on the natural world, the communities that depend on it. Trees have a vital role to play, from tackling climate change and the biodiversity crisis, improving timber security, water quality and quantity and people's health and wellbeing. By joining our organisation you will be helping to play an important part in sustaining and improving these benefits.

The Head of National Grants and Regulations is an exciting opportunity to make a real impact on England's treescape, helping to deliver our statutory obligations and Government targets including increasing England's tree cover by at least 16.5% by 2050, protecting and improving the condition of existing forests and woods, benefiting both biodiversity and timber security, through incentives and regulation.

Your work will directly impact on the development of grant schemes that allow us to fund vital expansion of tree cover and forest management projects, as well as ensuring that regulatory standards support the long-term sustainability of our forests.

Your leadership will play a crucial role in helping to influence the future of forest policy, ensuring that national regulations and incentives are not only followed but also evolve to meet changing needs, ensuring the best outcomes against the Governments Missions and Defra priorities, and the journey is smooth for both customers and staff.

In this role, you will work closely with me, and the rest of the Forest Services Executive Team, lead a talented team of professionals, navigate and improve upon regulatory frameworks, ensure that national incentives are impactful and aligned with objectives, collaborating with stakeholders at all levels, and secure funding to achieve this.

The success of this role is not just about managing resources but fostering a culture of innovation and collaboration that will ensure we are always progressing towards our long-term goals, and all the benefits forestry brings.

If you are ready to join an organisation that is making a positive difference to our society, both now and for future generations, I look forward to reading your application.

Dr Anna Brown
Director of Forest Services





Advertisement - Head of National Grants and Regulations

Location - Any Forestry Commission office with regular presence in Bristol and London and travel nationwide

Salary - £71,676 - £78,908 (New entrants are expected to join on the minimum of the pay band)

The Forestry Commission is the government department responsible for protecting and expanding forests and woodlands across England. As leaders in sustainable forest management, we work to protect, expand and improve our treescape to help tackle society's biggest issues, including the climate emergency and biodiversity crisis. We are committed to promoting innovation and regulation in forestry, ensuring that policies align with current challenges and future needs.

Forest Services, as part of Forestry Commission, are the Government's forestry experts. We advise at both a national and local level on how to unlock the full potential of woodlands and support the forestry sector to protect, improve and expand England's valuable woodland assets, ensuring that they continue to provide benefits to people, the environment and the economy. Forest Services achieves these objectives through regulation, incentives and advice.

We are looking for an innovative and adaptable individual to lead the National Grants and Regulations team. This team enables the delivery of Forest Services' strategic objectives through grants, regulations and information provision, owning the business process and providing a link between policy development and local delivery. This is an established leadership role, currently reporting to the Director Forest Services and steering the organisation via membership of the Executive Team. You will lead the National Grants and Regulations team and enable effective working with Defra, other delivery bodies and Forestry Commission teams, and the wider sector.

You will have the opportunity to lead significant programs with national importance, while working alongside passionate and talented professionals in a challenging role. As such, we are looking for a highly skilled leader with strong business management experience, including budgetary, forecasting, and analytical expertise. The ideal candidate will possess excellent judgment, the confidence to take calculated risks, and the ability to make timely decisions. You should have proven experience in leading diverse, geographically dispersed teams to achieve ambitious targets, managing competing priorities, and resolving conflicts between policies. A solid understanding of programme, project, and change management principles is essential, along with the ability to navigate organisational change effectively. You will have a demonstrated ability to manage and influence internal and external stakeholders, respond swiftly to issues, and deliver both strategically and at pace in complex environments. Strong communication, influencing, delegation, and reporting skills will be crucial to drive outcomes and ensure sound governance while maintaining portfolio ownership.

If you are passionate about the role of forestry in creating a better future, and want to play a key part in that, we want to hear from you. Applications in the form of a tailored CV and a covering letter (no longer than two pages), highlighting your skills and experience pertinent to the role, should arrive no later than **Wednesday 30 April**. For a confidential, informal discussion about the role, or to request a Candidate Information Pack, please contact LHH directly on **+44 (0)141 220 6460** or email Executive@LHH.com



Forestry Commission: Our Organisation

We are the government's forestry and woodland experts and work closely with other agencies.

The Forestry Commission is a Non-Ministerial Department sponsored by the Department for Environment, Food & Rural Affairs (Defra) and overseen by the Forestry Commissioners. We are the government's forestry and woodland experts and work closely with other agencies at a regional level including Forest Services, Forestry England and Forest Research. Our vision and purpose is to tackle some of society's biggest challenges with thriving trees, woods and forests. Trees provide a uniquely versatile and proven solution to a range of today's problems, from reducing carbon in the atmosphere and creating habitats for biodiversity, through to supporting rural economies, providing timber and relieving the burdens on our health services.

At the heart of tackling these issues is our [Forestry Commission Strategy 2023-28](#) which has three strategic goals:

- More trees, more diverse species, growing and thriving
- Better managed woods and forests that are protected and improving
- Bigger benefits for nature, climate, people and economy

In delivering our strategy we collaborate widely across sectors to inform, demonstrate and enable what works to deliver multiple benefits from thriving trees, woods and forests.

We do this by:

- Generating, sharing and applying world-leading science and evidence
- Demonstrating the best of modern forestry and land management as custodians of the nation's forests
- Supplying domestic timber to market and building capacity in the wider forestry sector
- Working across agencies to prevent and respond to outbreaks of tree pests and diseases
- Enabling others to sustainably manage and expand woodland through advice, grants and regulation

We deliver this work through Forest Services, part of the Forestry Commission, as well as two executive agencies, Forestry England and Forest Research

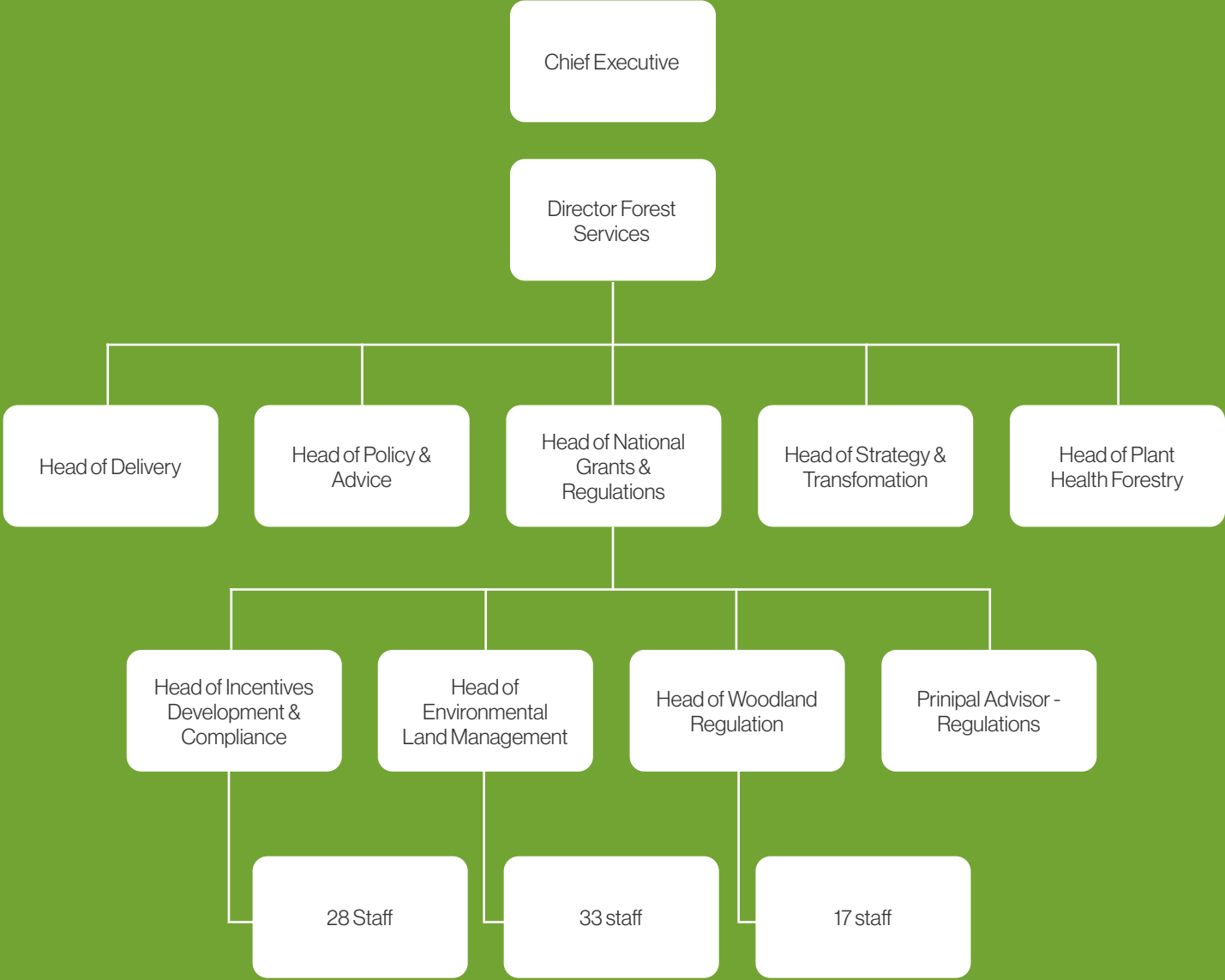
The Forestry Commission also plays a key role in shaping wider policy, working closely with the UK Government and the devolved administrations to align our strategic plans to the policy priorities of the day, as the government's forestry experts. While this policy landscape may change over the next five years, we will continue to support current government policy priorities such as Defra's Environmental Improvement Plan and the government's Net Zero Strategy.

To read our strategy, visit:

[Forestry Commission Strategy 2023-2028 - GOV.UK](#)



Forestry Commission: The Team



Head of National Grants and Regulations – The Role

Ensure all Forestry Commission grants and their implementation continue to be in line with Government Functional Standards.



The purpose of the role is to enable Forest Services to deliver: (a) its statutory duties as England's forestry regulator; and (b) in partnership with Defra and other agencies, various high-profile programmes, policies and strategies for forestry and land use. You will do this by securing the resources, mandates and business processes needed to deliver against these priorities, as a major partner to internal and external policymakers and a champion of deliverability. You will work in close partnership with the Heads of Policy and Advice, Delivery, Plant Health Forestry, and Strategy and Transformation, and the Director, to provide a coherent strategic direction to Forest Services through our Executive Team.

Key Responsibilities

The successful candidate will be an experienced senior leader who will:

- Lead and develop the National Grants and Regulations team: line managing four PB2s (Grade 7s) and a team currently totalling around 85 FTE and promoting compliance with HR and other corporate policies as well as good health and safety and well-being in the team.
- Proactively manage a multi-million-pound cost centre, taking ownership for spend decisions within your delegated authority and ensuring accurate forecasting. Closely monitor spend against budget and ensure that all those to whom you delegate financial authority are appropriately trained in financial awareness.
- Lead the Planting on Private Land Project for Forestry Commission within the Nature for Climate Fund (NCF) Programme: the ongoing development and national management of the NCF grants including the England Woodland Creation Offer; and regulatory reform.
- Ensure all Forestry Commission grants and their implementation continue to be in line with Government Functional Standards.
- Lead Forestry Commission input into implementation and ongoing development of woodland grants within Environmental Land Management schemes (Sustainable Farming Incentive, Countryside Stewardship and Landscape Recovery) so that these deliver a quality service and contribute to forestry targets.
- Maintain the Forestry Commission's high reputation on regulatory practices (felling licencing, Environmental Impact Assessment, etc.) and enforcement.
- Ensure appropriate Forestry Commission contribution to policy and strategic development in relation to the regulation of the woodland resource, and proactively work to refining the systems and processes to improve the regulatory outcomes and FC customer service.
- Ensure the Forestry Commission maintains good working relations with Defra, Rural Payments Agency, Natural England, Environment Agency and other public bodies, forestry and environmental NGOs, and wider stakeholders.
- Be an active member of the Forest Services Executive Team and contribute to the wider leadership of Forest Services, taking interest in and joint responsibility for matters beyond your immediate portfolio.
- Proactively contribute to annual business planning, ensuring the needs and objectives of your team are balanced with those of other parts of Forest Services so that our strategic objectives continue to be delivered.
- Act as an Information Asset Owner and Safeguarding Lead, and undertake other corporate responsibilities as head of function as required.
- Chair the Forestry Commission Delivery Advisory Group.

Head of National Grants and Regulations – The Role

Experience of successfully navigating organisational change in a leadership role.

Person specification

ESSENTIAL

- Business management experience including budgetary, forecasting and analytical skills
- Strong judgement combined with the confidence to take appropriate risks and exploit opportunities, and the ability to make timely decisions with incomplete information
- Excellent people management skills and strong experience of successfully leading a diverse and geographically dispersed team to achieve ambitious targets
- Experience of spotting and successfully resolving tensions between competing policies or steers, ensuring that deliverability remains a necessary feature of all work programmes in your portfolio
- Demonstrable understanding of programme, project and change management principles, ideally through direct experience (e.g. as Senior Responsible Officer for a complex project or programme)
- Experience of successfully navigating organisational change in a leadership role, ensuring that impacts of uncertainty on delivery are minimised
- Demonstrable experience of actively managing internal and external stakeholders, including where their needs are in conflict
- Experience of reacting promptly and tactically to issues, as well as making long-term strategic plans for your business unit and wider organisation

- Proven ability to deliver at pace in complex environments
- Excellent influencing and communication skills, with experience of briefing senior officials verbally and in writing to achieve the right outcomes, and of securing your team's buy-in to strategic changes
- Strong delegation and reporting skills, combined with the ability to balance sound governance and procedure (including escalation) with the need to maintain portfolio ownership

DESIRABLE

- A sound understanding of the challenges faced by the land management sector
- Forestry qualification, professional membership of the Institute of Chartered Foresters or significant forestry experience
- Experience of managing a regulatory or grants function, or another function highly dependent on compliance and enforcement activities.
- Awareness of Civil Service financial procedure and good practice (e.g. through an understanding of Managing Public Money)
- Demonstration of a leader's commitment towards continuing professional development





Conditions & Remuneration

Blended working forms part of our flexible and inclusive approach to future ways of working.

Salary

£71,676 - £78,908 (New entrants are expected to join on the minimum of the pay band)

Location

Any Forestry Commission office (subject to availability in relation to working pattern/blended working arrangements), with regular presence in Bristol and London and travel nationwide.

We aim to provide a great place to work, whichever location you work from. Blended working forms part of our flexible and inclusive approach to future ways of working. It is an informal arrangement which gives you the option to work some of the week from home, and some of the week from our Forestry Commission workplaces, subject to role requirements, business needs, and regular review. Informal blended working arrangements will be available as agreed with the line manager.

Timescales

Closing date for applications midnight **Wednesday 30 April**

Online Interviews with Forestry Commission, **Wednesday 21 May** (subject to change)

Second stage in-person interviews with Forestry Commission, **Wednesday 28 May** (subject to change)

Benefits

Alongside your salary of £71,676, Forestry Commission contributes £18,330 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

- A Civil Service pension with an employer contribution of 28.97%.
- A range of family friendly benefits.
- An environment with flexible working options.
- Learning and development tailored to your role.
- A culture which promotes a diverse and inclusive work environment.
- A range of wellbeing benefits including discounted Civil Service Healthcare, access to an Employee Assistance Programme 24/7, Bike to Work Scheme, plus many more.
- 25 days annual leave, with 1 additional day for each years' service up to 5 years (pro rata), plus 10.5 bank holidays/ privilege days (pro rata).
- Ability to buy or sell 5 days annual leave.
- 3 days volunteering per year (pro rata).

Selection process details

Applications in the form of a CV and supporting statement are to be submitted to Executive@LHH.com no later than midnight, **Wednesday 30th April**.

Any move to Forestry Commission from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments.



You may however be eligible for other government schemes, including Tax Free Childcare; for further information [visit the Childcare Choices website.](#)

If successful and transferring from another Government Department a criminal record check may be carried out.

In order to process applications without delay, we will be sending a Criminal Record Check to Disclosure and Barring Service on your behalf. However, we recognise in exceptional circumstances some candidates will want to send their completed forms direct. If you will be doing this, please advise Government Recruitment Service of your intention by emailing Pre-EmploymentChecks.grs@cabinetoffice.gov.uk stating the job reference number in the subject heading.

This role is full time only. Applicants who wish to work an alternative pattern are welcome to apply however your preferred working pattern may not be available and you should discuss this with the vacancy holder before applying.

Where a role has been identified as one which falls under the scope of the Public Sector English Language Requirements, within Part 7 of the Immigration Act 2016, it is essential that applicants should have the ability to converse at ease with members of the public and provide advice in accurate spoken English. Applicants will be assessed in the selection process in accordance with the requirements.

Conditions & Remuneration

Travel

The duties of this post require the applicant to have a full current driving licence that enables them to drive in the UK. However, the Forestry Commission is willing to consider any proposals put forward by applicants that would allow them to do the job by any other means.

The Forestry Commission is actively working to reduce the carbon emission of official travel and applicants should be aware of the broad principles which are being applied to reduce carbon emissions to less than 50gCO₂/km.

Travel options include:

- Use of private car: some Officers choose to use their private car and receive payment for the miles they drive on official business. Vehicle emissions are measured in CO₂ grams per kilometre (g/km). The cap is currently 115 gCO₂/km and will be reduced to 100 gCO₂/km on 1st April 2026. After that date, we expect private vehicles used for official travel to emit significantly less.
- Use of CAPES (lease) Cars: after an employee has successfully completed their probation, they can opt for a CAPES car (the user pays a monthly rate for private use). All CAPES cars must emit less than 50gCO₂/km

Reasonable adjustment

If a person with disabilities is put at a substantial disadvantage compared to a nondisabled person, we have a duty to make reasonable changes to our processes. If you need a change to be made so that you can make your application, you should contact Executive@LHH.com to tell us what changes or help you might need further on in the recruitment process.

For instance, you may need wheelchair access at interview, or if you're deaf, a Language Service Professional. If you are experiencing accessibility problems with any attachments on this advert, please contact Executive@LHH.com

Feedback

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check. People working with government assets must complete baseline [personnel security standard \(opens in new window\)](#) checks.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of the Republic of Ireland
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)
- individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020
- Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

Working for the Civil Service

[The Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants. We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria. The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

The Civil Service welcomes applications from people who have recently left prison or have an unspent conviction. [Read more about prison leaver recruitment \(opens in new window\)](#).

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Further information

Our recruitment process is underpinned by the principle of appointment on the basis of fair and open competition and appointment on merit, as outlined in the Civil Service Commissioners' Recruitment Principles. If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact FCE by email:

englandhr.services@forestryengland.uk. If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.

How to Apply

Please send your tailored CV and a cover letter no longer than two pages by email to Executive@LHH.com

The closing date for applications is midnight, **Wednesday 30 April.**

To apply for this post, please send your tailored CV and a cover letter no longer than two pages by email, highlighting in the subject heading 'Head of National Grants and Regulations', to Executive@LHH.com

If you would like a confidential, informal discussion about the role then please contact LHH on **+44 (0) 141 220 6460** or send an email to the above-mentioned address.

Forestry Commission is committed to equality of opportunity and to no discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity.

We are constantly reviewing our approach to ensuring equality and diversity in our applications and would be pleased if you could complete the Equalities Monitoring Form below
Equalities Monitoring Form - Forestry Commission
Should you require any modifications or wish to speak with a member of our team to discuss any particular circumstances, please email the above address.

[Equalities Monitoring Form –
Head of National Grants and Regulations](#)



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We connect Scotland's top businesses with exceptional candidates –
and we do it really well.**

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