

Applications will be received up until 11.55pm on the closing date.

Appointments to Forestry and Land Scotland are made at the entry level of the salary quoted above except in exceptional circumstances where a candidates' experience and skills may justify a higher starting salary.

Where a vacancy attracts more than 10 applications, only certain 'essential' criteria, known as 'lead criteria', will be assessed at sift stage, providing this is specified in the vacancy advert. However, it is still important that you complete the entire application form in sufficient detail as there is no way of knowing that a vacancy will have a high number of applications and therefore only the 'lead criteria' will be assessed.

This is a Fixed Term Appointment for 2 years with the possibility of extension or permanency but no guarantee.

If you are a current Civil Service employee you will be responsible for ensuring that your current department is prepared to support a loan agreement with Forestry and Land Scotland if you are successful at interview for this position.

The successful candidate will be required to undertake a Basic Disclosure check in line with HMG Baseline Personnel Security Standard.

This role involves the use of powered hand-held tools such as chainsaws and trimmers. Some staff who use these tools are provided with occupational health surveillance as part of a range of measures to ensure that any risk from vibration and noise are being properly controlled. An appointment with our occupational health provider will also be part of the pre-employment checks where they will test for any pre-existing conditions that may prevent you from using powered hand-held tools. Any job offer is conditional on the satisfactory outcome of these tests.

Details of the UK school leaving age rules are located at <https://www.gov.uk/know-when-you-can-leave-school>. All candidates will be subject to UK school leaving age legislation.

Please note, it is the employee's responsibility to ensure they have the appropriate Right to Work in the UK documentation in place prior to commencing employment as Forestry and Land Scotland are not currently a sponsor body. We cannot confirm an offer of employment or issue contract information until this documentation has been provided & verified.

Important: Data Protection Act (2018). The information you have supplied in your application will comprise personal data (as such term is defined by the Data Protection Act 2018) (the DPA), some of which may be classified as sensitive-personal data (as such term is defined by the DPA). The Department will be the data controller (as such term is defined by the DPA) in respect of the personal data. The Department will process your personal data fairly and lawfully in accordance with the principles of the DPA for the purposes of

recruitment. The Department will share your personal data, including any sensitive personal data, with Civil Service Resourcing who provide and maintain the CS Jobs e-Recruitment portal and are our data processor for these purposes.

If you are offered a job, certain elements of data will be shared with the appropriate authorities to process checks including the National Collection of Criminal Records or with HM Revenue & Customs. These authorities will protect the information which you provide, process it fairly and lawfully in accordance with the principles of the DPA and will ensure that it is not passed to anyone who is not authorised to see it.

By agreeing that your application is subject to the above statements, you are explicitly consenting for the personal data you provide to be processed in the manner described. If you have any concerns about any of the questions or what we will do with the information you provide, please see our Data Protection Statement, or e-mail us for further information.

If you are an external candidate, and you believe that the Civil Service Commission's Recruitment Principles have been breached, you may submit a complaint to the Head of HR, clearly explaining the way in which you believe the Recruitment Principles have been breached. The Head of HR will assess compliance with the Recruitment Principles but will not review the decision(s) of the selection board.

If you have any queries regarding our application process please contact hr@forestryandland.gov.scot.

If external candidates believe that the Civil Service Recruitment Principles have been breached, they may submit a complaint to the Head of HR, clearly explaining the way in which they believe the Recruitment Principles have been breached. The Head of HR will assess compliance with the Recruitment Principles but will not review the decision(s) of the selection board.

If you are not satisfied with the response from the Head of HR, you may submit an appeal to the Civil Service Commission, as set out in the complaint outcome letter from the Head of HR. For more information on the Civil Service Commission Complaints Procedure, please follow the link - <https://forestryandland.gov.scot/contact/complaints>

We strongly believe in an inclusive and supportive work culture. We welcome applications from everyone regardless of background. We are currently under-represented by women; therefore we encourage applications from females.

We are a flexible employer and encourage applicants who wish to work full time, part time or other flexible working patterns to apply.