



FES Working Group - Terms of Reference

Purpose

1. With the continued integration of Civil Engineering staff into FES, there is a need to review trainee progression, along with the academic, professional & technical qualifications held by civil engineering staff to ensure they are equipped to continue to provide a level of professional service to the wider organisation. The working group is charged, following review, with making recommendations for the introduction of a structured progression for trainee civil engineers (by referring to, or developing a competence matrix) and also with making recommendations to ensure that levels of professional & technical qualifications held by all civil engineering staff meet business needs. Awareness training for AOMs and line managers should also be addressed.

Background

2. Following the recent Forestry Business Units Review and the subsequent amalgamation of the Forestry Civil Engineering business unit into Forest Enterprise Scotland it has become apparent that whilst trainees are engaged on a “flexible grading” (PB6b – PB5) basis, there are no written guidelines or defined competencies against which to base progression. There is a need to ensure that the requirements for trainees to progress are defined & published in a fair & transparent manner. In addition, due to the dispersal of staff into the FD structure, there is a need to review the professional & technical competencies of all CE staff to ensure that staff are equipped to deliver a consistent level of professionalism across the country.

Objectives

3. The objectives of the group are to:
 - Make recommendations for a clear & transparent structure for progression for trainee civil engineers.
 - Refer to or develop a competency framework and clear guidelines to support the above.
 - Identify current levels of academic, professional & technical qualifications held by civil engineering staff. (Via gap analysis)
 - Identify the desired level of *qualifications* and *training* requirements for CE staff (by post) required to meet legislative, Health & Safety, and operational needs.
 - Identify and make recommendation on a suitable awareness raising programme on CE matters for AOMs and other operational staff.

Integration of Civil Engineering into FES – Review of Trainee Grading and Professional & Technical Training

Tasks

4. The working group will undertake the following:
 - Review the current workloads & FJPs for existing trainee civil engineers (refer to the HR Job Evaluation and Grading Guidance Note and the Competency Framework) with the aim of developing a model FJP and a trainee specific set of competencies.
 - Based on the above set of competencies, make recommendations for a clear & transparent structure for progression for trainee civil engineers.
 - Establish current levels of civil engineering qualifications held by staff. (Gap analysis)
 - Identify the minimum qualifications and training requirements for CE staff (by post) required to meet legislative, Health & Safety, and operational needs.
 - Identify any financial & resource implications arising.
 - Consult appropriate stakeholders on the draft recommendations of the group.
 - Identify any support required for implementation.
 - Develop a proposed timeline for implementing any changes required.

Note: The recommendations must embrace the standard FC Terms & Conditions of Employment.

Governance

5. The working group will report to the FES Head of Operations.

Membership

6. Proposed membership:

Morven Bridges	~	Lead Civil Engineer N&W (FES) (Chair)
Julian Fryer	~	AOM Highland (FES)
Heather Melville	~	HR Operations Manager (FCS)
Bruce Hamilton	~	TUS Rep

Meetings

7. The group will agree the required frequency of meetings.
 - All meetings will have an agenda agreed and published at least 1 week in advance.
 - Minutes of each meeting will be taken and circulated to group members within two weeks of each meeting for comment and agreement.
 - Documents will be subject to version control and held centrally.
 - The agreed TOR, meeting agendas, minutes and other relevant material will be placed on the FES Intranet site.

Timescale

8. The Working Group will be required to report its recommendations on trainee progression to the FES Head of Operations by 31st October 2011 and on the review of academic professional & technical training by 31st December 2011.