

# Job Vacancies



**Arboriculture Officer**  
**Permanent, Full time 37 hours per week**  
**Salary: Grade 9 £33, 945 - £ 35, 745**

**Neighbourhood Services** are seeking an experienced Arboriculture Officer to join the Council's Parks team.

As the Council's Arboriculture Officer you will manage the Council's tree stock in parks, open spaces and woodlands across the City in accordance with the relevant standards and legislation.

You would be responsible for the delivery of the Council's arboriculture services including the operational delivery of tree surveying and maintenance by staff and contractors.

You will also act as the Council's independent advisor on arboricultural issues, providing expert advice both written and verbal to internal and external partners.

The job will provide a wide range of experience of all aspects of arboriculture from basic tree surveying to tree felling.

The applicant should be qualified in a full range of arboriculture certificates, have experience of tree inspections and maintenance and be able to manage a small team of staff or contractors. They must also be willing to attend emergency out of hours emergencies when required.

The applicant must be enthusiastic, willing to learn and able to work well unsupervised or in a team. Good communication and customer service skills are also important aspects of the role.

As an employer we like to thank our employees for their hard work and commitment by giving them the opportunity to access a range of employee benefits including flexi time, a minimum of 30 days' annual leave (plus Bank Holidays), family friendly policies, access to an Employee Assistance Programme, Local Government Pension Scheme, AVC's, life assurance scheme, payment of professional fees, cycle to work scheme and discounted bus and rail fares.

The roles will require working outdoors in all weather conditions. A full driving licence is essential.

# JOB OUTLINE



<b>Dept: Environment and Property</b>		<b>Section: Neighbourhood Services</b>	
<b>Post No: EPNS03014</b>	<b>Designation: Arboriculture Officer</b>		<b>Grade: 9</b>

## **Purpose of Job:**

To be responsible for the delivery of the Council's arboriculture services.

To act as the Council's independent advisor on arboricultural issues, providing expert advice to internal and external partners.

## **Main Duties/Responsibilities:**

- To manage the Council's tree stock in parks, open spaces and woodlands across the City in accordance with the relevant standards and legislation
- To act as the Council's independent advisor on arboricultural issues, providing expert advice to internal and external partners.
- To manage the operational delivery of tree maintenance by staff and contractors to ensure a high quality, efficient and effective service delivery including ensuring the relevant health and safety legislation is complied with.
- Undertake monitoring of performance of both staff and contractors, including staff development reviews and other issues where appropriate.
- To be responsible for the supervision and monitoring of work undertaken by contractors and to ensure contract compliance.
- To use and manage the Council's electronic tree management software and other technology required to fulfil the task.
- To monitor budgets, purchase equipment and arrange payments to contractors.
- To deal effectively with enquiries and complaints relating to trees
- To undertake tree surveys and inspections of the city's tree stock, prepare management plans, develop and update a computerised tree database.
- To ensure the effective management of the City's open spaces and tree stock within parks and open spaces including the implementation of the 15 year tree Strategy.
- To plan, co-ordinate and implement the tree planting programme
- To be responsible for implementing and management of High Hedges Legislation in

conjunction with planning and legal services.

- To be responsible for the preparation of quotes for private works
- To work independently and using initiative to quickly and effectively to respond to issues relating to service delivery, external funding issues or project delivery issues.
- To be qualified, competent and willing to carry out operational tree works as part of the tree team as required by the service
- It may be necessary for the postholder to undertake other duties and responsibilities as instructed by the Head of Department or other such officers.
- Working hours are organised in accordance with the needs of the service. They may include evenings, weekends and public holidays, as required by the service.
- NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote race equality and all employees must be aware of that duty and work to the Council's equality standards.

In addition, other duties at the same level of responsibility may be allocated at any time

# EMPLOYEE SPECIFICATION



<b>Dept: Neighbourhood Services</b>		<b>Section: Parks and Streetscene</b>
<b>Post No:</b> EPNS03014	<b>Designation:</b> Arboriculture Officer	<b>Grade:</b> 9

## Qualification:

- E HND Level 4 (arboriculture) or evidence of the equivalent level of knowledge gained through work experience
- E LANTRA, or equivalent qualification in Tree Inspection
- E GCSE or equivalent in Maths and English at grade C or above

## Knowledge/Skills/Abilities:

- E Technical knowledge of tree management, tree biology and modern arboricultural techniques
- E Health and safety knowledge relating to tree management with the ability to prioritise risk appropriately and ensure safe working for both self and others
- E Knowledge of Planning Legislation in respect of trees and hedgerows
- E Ability to work under own initiative and make objective decisions
- E Well developed written communications skills, in particular reports, letters and record keeping
- E Ability to manage contracts and plan workload
- E Experience of Part 8 of the Anti-Social Behaviour Act 2003 (High Hedges)

## Experience:

- E Experience working in the Arboricultural Industry
- E Practical experience of undertaking tree inspections and surveys
- E Experience of giving expert advice on tree management to a wide range of stakeholders
- E Experience of operational workload planning
- D Well developed experience of Planning Legislation framework
- D Experience of working in a Local Authority environment

## Special Requirement:

- E Able to work outdoors in all weather conditions
- E Current driving licence
- E Be prepared to attend emergency call outs
- D Prepared to work flexible hours including evening, weekend and public holiday working

NB E Essential  
D Desirable

Date Produced: May 2022