

**WOKING BOROUGH COUNCIL
JOB PROFILE**



Job Description

Job Title: Tree Surveyor

Pay Grade: W5

Directorate: Place and Digital

Team: Environmental Services

Reporting to: Neighbourhood Manager

Responsible for: N/A

Job Purpose:

To inspect, map, classify and prioritise works to Woking Borough Council owned trees and/or trees on WBC land to satisfy best practice and Health and Safety responsibilities to people and property.

Main Tasks:

1. To undertake cyclical inspections of Council owned or managed trees on Council Interest Land (which may include some or all of land in the ownership or control of Council housing services; woodlands; parks; other Council managed amenity land) to provide and maintain a risk based database of said inspections and re-inspections to meet the Council's health and safety obligations and due diligence.
2. Use of specialist software (Currently Karbon Tech) to collect and maintain a database of said inspections with information such as (but not necessarily exclusive to) location, species, size, defects, next inspection etc.
3. To use these inspections and knowledge to provide reports and/or schedules of works to trees to the relevant WBC Contractor in line with the "Specification for Arboricultural Services" provided to contractors prior to the recent award of new Street Scene Services Contract.
4. To check works are completed to an acceptable standard and maintain positive working relationship with any Contractor.
5. Instruct as required emergency works following weather events, civil emergencies or damage caused by unforeseen circumstance/event.
6. Inspecting for known issues such as (but not exclusive to) Ash Die Back, Oak Processionary Moth, Dutch Elm Disease etc.
7. Respond to customer and Councillor enquiries and/or complaints with high degree of professionalism, undertaking site meetings and site

WOKING BOROUGH COUNCIL
JOB PROFILE

inspections where necessary to provide the appropriate and timely response.

8. Represent the Council or Environmental Services Team when required at relevant Committees, working groups, resident panels or consultations.
9. Maintain own development and qualifications through relevant training, courses, CPD and Professional Memberships.
10. Occasionally the postholder may be required to assist across teams where their professional input would assist and relevant officer unavailable e.g. Planning Team, TPO's etc.
11. The Environmental Services and Neighbourhood Teams have an important role to play in the Council's Emergency Planning response and the postholder may be required to assist in various roles should one of the Borough's Emergency Plans be activated.

People Management: N/A

Service Management: N/A

Financial Responsibility: N/A

Other Responsibilities:

- To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

WOKING BOROUGH COUNCIL
JOB PROFILE
Person Specification

Criteria	Standard	E/D	Measure
Education & training	• Good general level of education including GCSE Maths and English (or equivalent)	E	A/I
	• Relevant NPTC/Lantra awards for tree works	E	A/I
	• C&G/NPTC/Lantra "Licence to Practice L3 (or train towards)	D	A/I
	• Member of a Professional Body	D	A/I
	• Knowledge of Health and Safety	D	A/I
	• Competent IT skills	D	A/I
Experience	• Experience in a similar inspection role or arboricultural background.	D	A/I
	• Use of inspection software ie Karbon Tech or similar	D	A/I
	• Working in the Public Sector environment	D	A/I
	• Experience of working with Contractors, third party agencies	D	A/I
	• Experience of dealing with and communicating with the general public	D	A/I
	• Able to work on own initiative.	E	A/I
	• Able to prioritise and manage workload.	E	A/I
Special Requirements	• Presentation Skills	E	I
	• Experience Committees	D	A/I
	• Current driving licence	E	A
	• Able to access sometimes difficult to reach rural areas and uneven ground	E	A/I

Key:

E = Essential, D = Desirable,

A = Application Form, I = Interview, P = Presentation

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Candidate Screening

Does Rehabilitation of Offenders Act 1974 apply?	No
Disclosure and Barring Service check required and level	No
Is this a Politically Restricted Post?	No
Does this role have emergency responsibilities?	Yes Bronze

Values and Behaviours

Teamwork	Honesty	Respect	Innovation	Value-Led	Empowerment
Working together across teams, partner organisations and communities to achieve shared goals.	Acting honestly and openly in all communications and decisions.	Valuing diversity, treating everyone with dignity, and ensuring fairness.	Encouraging new ideas, continuous improvement, and embracing change with strength, flexibility, and a recognition that being better doesn't have to cost money.	Public Service is at our core; putting the needs of residents at the heart of decisions, focusing on meaningful outcomes and striving for excellence.	Supporting staff to take initiative and influence their work, maintaining high standards of conduct, competence, and ethics.
Listen to each other, share knowledge and expertise to achieve our goals. Take responsibility and work proactively. Work collaboratively, building productive relationships, finding common ground and helping each other to achieve shared outcomes. Be united across teams, as a single organisation, without silos, to meet our residents' needs.	Be transparent in our decision-making, proactively sharing explanations and building trust between the Council and residents/customers. Communicate openly, showing respect and understanding. Exchange reflections and constructive suggestions to improve the way we work, without blame or judgement. Be authentic and our actions match our words: we say what we mean, and we do what we say we will do.	Value new and different ideas and listen actively to all points of view, even if we disagree. Treat everyone (residents, customers, partners and staff) fairly and create an inclusive environment where everyone feels respected and are accountable. Embrace diversity, appreciating its benefits and getting the most out of its opportunities, so everyone feels valued and included. Take time to recognise, acknowledge and appreciate each other and celebrate successes, so we know our voices are heard and our actions are valued.	Challenge the status quo, embracing change and adapting to meet future demands. Continuously learn and develop, using data and experience, and listening to residents and customers, to recognise what's working well and what we can do differently. Maximise opportunities to improve; building on our existing skills, processes, infrastructure, technology and tools to be the best we can be. Encourage and welcome new ideas, discovering new ways of doing things, finding creative solutions to problems and turning uncertainty into opportunities.	Always keep our residents and customers in mind and are committed to delivering the best we can, while spending public money wisely. Hold ourselves to high standards, acting as a role model. Live by our values and are focused on outcomes. Prioritise wellbeing, leading with compassion and empathy.	Serve our residents and customers proactively and decisively, confident in our authority, autonomy and areas of expertise, and making courageous decisions. Support residents and customers to be as independent as possible, promoting self-service for those who want it, so we can provide greater support to those who need it. Trust each other, and challenge unprofessional behaviour. Actively create the environment and opportunities for learning and skills development, and each of us takes responsibility for making the most of them.