

Job Description

Service:	Arboricultural services
Job title:	Arboricultural officer
Grade:	F
Hours of work:	37
Responsible to:	Arboricultural Manager
Responsible for staff working on Arboriculture work / Grounds maintenance staff on occasion / contractors	
Direct reports:	ARB manager
Indirect reports:	Operations manger
Budget:	No budget

Purpose of Post:

The Arboricultural Officer oversees and manages contractor operations, customer requests, timber sales, and tree maintenance within the district. This role ensures the effective establishment and care of new trees, including supervising contractors involved in tree management activities to ensure adherence to safety standards, quality of work, and compliance with environmental regulations. Additionally, the Officer plans and supervises tree planting projects, selects suitable species, and implements maintenance schedules such as watering and pruning. The role involves providing technical advice and fostering collaboration among stakeholders, including volunteer groups for tree planting, to enhance urban tree canopy cover and improve open spaces. The Officer also performs low levels of tree work in response to customer requests, such as minor pruning and care tasks, and is responsible for updating audit software with recorded works. Furthermore, the Officer provides coverage for the Arboricultural Manager as needed.

Key Deliverables:

1. Tree Planting and Maintenance:

- Plan and supervise tree planting projects, including coordinating with volunteer groups.
- Ensure appropriate species selection and care.
- Implement maintenance schedules including watering and pruning.
- Monitor the health and growth of young trees to ensure successful establishment.
- Respond to enquiries regarding dangerous trees, unauthorised works to trees, or fallen trees
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2. Contractor Supervision:

- Supervise contractors involved in tree management activities.
- Ensure adherence to safety standards, quality of work, and environmental regulations.
- Update audit software with works performed by contractors.
- Conduct site audits to verify the quality and completeness of contracted work.

3. Customer Requests and Stakeholder Engagement:

- Address and respond to customer inquiries and requests related to tree management.
- Perform low levels of tree work in response to customer requests, such as minor pruning and care tasks.
- Engage with stakeholders (e.g., environmental agencies, local communities) to foster collaboration and compliance.
- Provide educational outreach to the community about the importance of tree conservation and care.

4. Timber Sales Management:

- Oversee timber sales activities, including sourcing wood, processing wood products, inventory management, and customer transactions.
- Develop and maintain relationships with timber buyers and other stakeholders in the timber industry.

5. Compliance and Reporting:

- Maintain accurate records of tree management activities.
- Update recorded work to ensure all activities are accurately documented.
- Ensure compliance with all relevant local, state, and federal regulations regarding tree management and timber sales.


6. Managerial Support:

- Provide coverage for the Arboricultural Manager as needed.
- Undertake ad-hoc tasks and projects assigned by the Arboricultural Manager to support departmental goals and operations.

7. Survey Work:

- Conduct low-level surveys of tree health, safety, and maintenance needs.
- Record and analyse survey data to inform maintenance schedules and project planning.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential (D) Desirable</p>	<p>(E) full UK driving license</p> <p>(E) NPTC Competencies CS30-33, 37, 40, 41 or equivalent or able to demonstrate practical experience of operating to this level</p> <p>(E) intermediate or basic tree inspection or equivalent (D) professional tree inspection</p>
<p>Experience</p> <p>Experience the person would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p>(E) experience within the Arboricultural industry</p> <p>(E) have had a team leader or lead climber position</p> <p>(D) experience within tree stock management</p> <p>(D) experience using QTRA (quantified tree risk assessment)</p>
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p>(E) Tree identification</p> <p>(E) Customer care</p> <p>(E) project management</p> <p>(E) Technical advice on tree care</p> <p>(E) technical understanding of tree pruning</p> <p>(E) understanding of HSE guidance of trees work and occupiers' liability act</p> <p>(E) experience dealing with dangerous trees</p> <p>(D) able to keep accurate records</p> <p>(D) countryside and woodland management</p> <p>(D) experience of GIS and tree survey auditing</p> <p>(D) ability to interpret technical documents and right reports to a high standard</p> <p>(D) an understanding of subsidence</p>

Decision Making and Impact on Others What impact the reasons made by the post holder would have on others across the Council	Must be able to make decisions on best methods to deal with any arb department issues or complaints which they come across during working day. Must be able to prioritise arb related tasks
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	Where is the focus of this role in their team, other teams or across the council Internal customer contact 70% External customer contact 30%
Personal Attributes and Other Requirements In this section please list any other qualities you are looking for from the applicant (E) Essential (D) Desirable	Willing to travel and occasionally work unsocial hours Be a good team leader demonstrating loyalty and commitment to the organisation and team members
HDC values 	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team. Inspiring: We have genuine pride and passion for public service; doing the best we can for customers. Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers. Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. Respectful: We respect people's differences and are considerate to their needs.

	Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children