

# **EPHING FOREST DISTRICT COUNCIL**

## **ROLE PROFILE**

**JOB TITLE:**           **Arboricultural Officer, Countryside and Landscape**  
**(Salary range £29,700 - £32,496)**

### **PURPOSE OF THE JOB:**

To work within the Countryside and Landscape Team providing a professional arboricultural service covering all aspects of tree management. To monitor tree works, contracts & contractors, be responsible for associated budgets and provide relevant technical advice and support on behalf of the Council.

### **KEY RESPONSIBILITIES**

#### **Corporate**

- Ensure internal and external customer service and delivery is excellent and continually improves.
- Ensure the Council's decisions and policies are implemented including the objectives of the Corporate Plan.
- Uphold the Council's governance mechanisms, ensuring appropriate standards of performance, operational effectiveness, probity, safeguarding, risk management and safety are maintained.

#### **Service**

- To be responsible for all arboricultural related matters managed by the C & L Service, and deliver an effective and efficient arboricultural service.
- To inspect, survey and care for the Council's tree stock as part of a phased programme or in response to public enquiries, identifying and initiating work requirements.
- To organise and monitor arboricultural work undertaken by the C & L Service and external contractors ensuring work is completed in accordance with relevant specifications and on schedule.
- Be responsible for tree planting, advising on selection, siting, purchase and aftercare.
- To drive personal or Council owned vehicles and, where necessary, carry small items of equipment.
- To investigate and satisfactorily resolve complaints/enquiries received regarding tree issues (including insurance claims) in a courteous, professional and timely manner.
- To liaise with Administrative staff concerning work schedules, contracts, quotes, raising orders, writing specifications and reports. Maintain records and risk assessments.
- To keep abreast of changes in legislation and operational developments within the arboricultural industry and related topics including tree pests and diseases.
- To ensure the observance of all byelaws, planning conditions and other regulations (where applicable) and take appropriate action against any infringements
- To represent the C & L Team at meetings as required including other local authorities, work groups, Tree Wardens, contactors, consultants and parish councils etc.
- To ensure allocated plant, equipment, materials, stock and vehicles are properly maintained and fully operational. Ensure a safe working environment for yourself (including use of PPE) and others who may be affected by what you do.
- To undertake other duties within the responsibility levels and overall purpose of the post as directed by the Team Manager.

- To deputise for the Team Manager, as required.

## SKILLS/KNOWLEDGE/ATTRIBUTES

<b>Education</b>	<ul style="list-style-type: none"> <li>• Diploma in Arboriculture or equivalent qualification (QCF Level 4 minimum)</li> <li>• HND (QCF Level 5)</li> <li>• Horticultural training - Amenity</li> <li>• Good standard of literacy and numeracy to at least GCSE or NVQ level 2</li> <li>• Willing to undertake continuous professional development.</li> <li>• Valid First Aid qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of conducting visual/aerial tree condition assessments.</li> <li>• Proven experience of operational/contract monitoring in tree maintenance.</li> <li>• Experience of operation, maintenance and use of relevant plant, tools and chemicals</li> <li>• Experience of working for a Local Authority in a similar role</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of current/approved working practices related to tree inspections, planting and maintenance.</li> <li>• Excellent tree identification skills.</li> <li>• Able to undertake tree surveys, compile reports, risk assessments, costings and work specifications.</li> <li>• Knowledge of relevant legal framework concerning trees and Tree Preservation Orders.</li> <li>• Ability to effectively use an Ordnance survey map or equivalent.</li> <li>• Good understanding of health and safety legislation including risk assessment.</li> <li>• Well organised, logical, self-motivated, adaptable.</li> <li>• Tactful, diplomatic, decisive and calm under pressure.</li> <li>• Able to work effectively to deadlines as part of a close-knit team.</li> <li>• A good level of computer literacy, able to use Word, Excel, Powerpoint, Council internal IT systems, GIS mapping and Picus Sonic Tomograph.</li> <li>• Good oral and written communication. Ability to communicate effectively with many audiences (including presentations). Ability to articulate cases effectively. Ability to compose letters, reports and management plans.</li> <li>• Ability to walk long distances, undertake site visits and surveys.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Able to undertake occasional out of hours working including evenings and weekends.</li> <li>• Full driving licence with vehicle available for business use.</li> <li>• Satisfactory attendance record in accordance with the Council's Managing Absence policy, taking account of individual circumstances.</li> </ul>
<b>Behaviours</b>	
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate personal conduct, integrity and credibility that inspires confidence in members, customers, partners and others.</li> <li>• To be open and honest in all dealings.</li> </ul>
	<ul style="list-style-type: none"> <li>• Self-aware and understands how own style and behaviour impacts on the performance of others.</li> </ul>

<b>One Team</b>	<ul style="list-style-type: none"> <li>• Demonstrate emotional intelligence and resilience.</li> <li>• Able to work with others in a team or independently and build good working relationships with staff, residents and customers.</li> </ul>
<b>Performance</b>	<ul style="list-style-type: none"> <li>• Ability to work in a high pressure environment.</li> <li>• To be accountable for personal performance, through meeting agreed personal targets and through undertaking planned programmes of professional development.</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>• Good judgement, strong analytical skills and the ability to use data and information intelligently and innovatively.</li> <li>• Demonstrate the ability to adopt a creative and innovative approach to the role.</li> </ul>
<b>Customer</b>	<ul style="list-style-type: none"> <li>• Demonstrate a strong customer focus</li> </ul>