

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Arboricultural Area Manager	JEID	M0225
Salary Grade:	L		
Team:	Forestry		
Service Area:	County Highways		
Primary Location:	Peripatetic		
Political Restriction	This position is not politically restricted.		
Responsible to:	Forestry & Minor Works Manager		
Responsible for:	Assisting in management of the County's tree resources including undertaking and managing tree inspections, allocation and review of various budgets, providing expert arboriculturally advice on policy and legal matters, determining proactive work programmes and reactive response to storm events and tree related emergencies.		

Role Purpose

As part a team of tree specialists, ensure WCC's tree resources, and those belonging to a range of external clients, are managed sustainably and in accordance with best arboricultural practice, ensuring that the Council's statutory obligations are met through inspections, investigations, maintenance and enforcement in accordance with relevant legislation, codes of practice and other regulatory instruments (Highways Act 1980, Health and Safety at work Act, and Occupiers Liability Act.)

To triage and coordinate WCC's emergency response to storm events in conjunction with County Highways and the emergency services.

Role Responsibilities

To undertake routine tree inspections across the County (area to be defined) and effective scheduling and communicating those works identified, along with general tree enquires, as per the Councils tree policy.

To assist on WCC Tree Strategy and contribute to the development of strategies, plans, policies and processes for the sustainable management of tree stocks (Highways TAMP, Resources Asset Strategy, Insurance and Risk management, Smallholdings Strategy, Highways Design

Guide, Country Parks Management Plans, Pruning Guidelines, and Out of Hours Emergency response and contractor lists, etc.).

To assist the Forestry Management Team in developing and implementing service wide efficiencies and improvements, to maximise effectiveness of the budget allocations set by internal clients and via SLA's. Negotiating new client/work take on, to further the success of the Business Unit, e.g. forming new SLA's, provision of consultancy advice.

To assist on tendering for WCC's main tree works contractor (£0.5m over 4 years) including assisting with preparation of detailed ITT, contract specifications, performance measures, and contract documentation.

To manage the negotiation of tree safety remediation with highway frontages and residents adjoining WCC premises, including; farmers, estate managers and their legal representatives. Though Officer delegated powers; to issue and enforce legal notices under The Highways Act 1980 as necessary on behalf of WCC.

To liaise, advise and negotiate with external bodies and individuals on tree-related issues on behalf of client departments e.g. Highways, Schools, Resources, and forming WCC's response as a statutory consultee in respect of green infrastructure.

To plan, monitor and manage the allocation of a wide range of annual and one off client budgets, reviewing these as necessary in line with the priorities agreed by the Council and/or special projects / one off budget allocations from external clients.

Investigate tree related insurance claims (expert advice to WCC Legal Services, Claims Team, County Highways and a range of external clients on public realm trees), including acting as Expert Witness at court where necessary.

As part of Service Level Agreements (SLA) to advice Local Planning Authorities (LPA) on matters including development, insurance claims, planting, etc for trees covered by a Preservation Order or within Conservation Areas, and to assist with the process of enforcement and appeals (including interviews under caution).

To collaborate and negotiate with external ICT supplier in the development of leading edge mobile working and development of the specialist tree database (GIS) to hold inspection data and manage workflow, enabling restricted data sharing with key clients, forming a robust and auditable risk based tree management system.

Devising and agreeing effective systems for prioritisation of reactive and proactive works programmes (in liaison with external clients).

To develop and maintain effective stakeholder relationships with Members, Senior managers, colleagues, partners and the community in an emotive and contentious area, seeking to develop consensus and mediating solutions, responding to tree related requests under Freedom of Information Act and Environmental Information Regulations 2004.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Level 5 or above Degree and/or equivalent professional qualification in arboriculture.	A, I, D
Professional membership of an appropriate industry body, either Institute of chartered Foresters (ICF Chartered Arboriculturalist) or Arboricultural Association, or both.	A, D
Demonstrable experience of managing multiple large-scale tree resources, including specifying, developing and commissioning tree inspection and maintenance programmes and implementation of overseeing & monitoring of these.	A, I, D
Extensive tree industry experience with a minimum of 3 years of this being in a Local Authority role.	A, D
Broad and in-depth knowledge and understanding of trees and their management in the built environment and wider public realm, including expert applied knowledge and understanding of the related environmental legislation.	A, I
Applied understanding of national and regional policies and guidance in relation to biodiversity, climate change, pests & diseases and European protected species.	A, I
Applied understanding of Tree Preservation Orders and UK planning legislation, and well experienced in planning and development work at a professional consultancy level.	A, I
A commitment to improving and increasing the county's tree resource, with a successful track record of implementing creative and sustainable green infrastructure solutions (tree planting schemes and related).	A, I
Ability to adapt and be innovative in finding solutions in a demanding front line environment, including excellent organisation skills and a methodical approach to work, keeping accurate records, meeting deadlines, prioritising effectively and working independently, often while under pressure and in a lone-working situation.	A, I
Trustworthy and comfortable with mobile-working, having a sound, applied knowledge and experience of relevant information technology systems.	A, I
Ability to instruct tree inspection staff and contractors (some of who will be lone-working) across multiple sites.	A, I
Experienced in successfully managing (allocating and reviewing) multiple budgets, also having a proactive approach to income generation and hitting/exceeding targets.	A,I
Experienced in successfully directing and managing contractors on a range of arboricultural and forestry work.	A,I
Excellent negotiation skills, including the ability to be a strong advocate for trees and the positive role they play in environmental management and quality, also identifying educational opportunities and securing external funding for tree planting	A, I, T

and management.	
Able to work efficiently in a flexible manner and to be willing to undertake other duties as reasonably required, including outside of hours emergency response to tree related incidents.	A, I
Excellent written and verbal communication skills (in person, to groups, electronically and by telephone), including tablet skills.	A, I, P, T
Holds a full and current UK driving licence	A, D

Desirable Criteria

Assessed By:

Knowledge and experience tree management software	A, I
Industry experience as a practicing arborist	A, I, D
LANTRA accredited Professional Tree Inspection certified	A, D
Highway Sector Scheme - 12D T7 (M7) (Managers & Client Officers) certified.	A, D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input checked="" type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Use of sharp tools