

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 Team Leader	JEID	T4088
Salary Grade:	Grade O		
Team:	Forestry		
Service Area:	County Highways		
Primary Location:	Peripatetic		
Political Restriction	This position is not politically restricted.		
Responsible to:	Forestry & Minor Works Management of the County Councils tree assets		
Responsible for:	The management of the of the County Councils tree assets as the lead Arboricultural & Tree Nursery professional.		

Role Purpose

- To take lead of the Arboricultural and the Tree Nursery team to sustainably manage the councils and other external tree assets where appropriate.
- To take responsibility for leading the creation, delivery, and amendments to the tree policy.
- To manage and deliver the Arboricultural and Tree Nursery service in the most cost-effective manor whilst maintaining high standards of practice and service delivery.
- To be responsible for the Arboricultural and Tree Nursery Teams income and expenditure budgets and developing commercial strategies for the team. Highlighting and promoting the service to create new opportunities internally and externally.
- To be responsible for the physical resources of the Tree Nursery and the Arboricultural team.
- To reside at the property, 1 Heath End Cottages, Heath End Lane, Snitterfield, Warwickshire, CV37 0PL in conjunction with management of the Tree Nursery (with associated salary sacrifice).

Role Responsibilities

1. To provide management and expertise to deliver an efficient and effective Arboricultural and Tree Nursery Team to meet both current and future needs of the service.
2. To coach, mentor and motivate all the Arboricultural and Tree Nursery Staff to promote excellence in service delivery and efficient levels of output.
3. To deliver the effective training and development of staff to meet both current and future requirements by selecting appropriate training and undertaking regular reviews.
4. To provide expert Arboricultural and Tree Nursery technical information across the council including advise to members senior management, internal stake holders and oversee the provision of technical advice by team members.
5. To plan, manage, oversee and deliver the tree safety inspection programme across the council over the 1 to 5 yearly cycles.
6. To ensure that the councils tree stocks are managed as sustainably and as cost effectively as possible within given financial resources.
7. To develop plans and technical specialist advice on Pest and Diseases management for the counties tree stock.
8. To contribute to the council's climate change policies by producing reduced carbon trees & biodiversity rich tree species and promoting tree planting schemes.
9. To engage with key partner organisations such as the Forestry Commission, Arboricultural Association, Municipal Tree Officers Association and the Tree Design Action Group.
10. To manage the Arboricultural team and Nursery finances and identify opportunities to enhance business activity throughout the year to maximise income and control expenditure.
11. To manage the physical resources of both the Arboricultural team and the Tree Nursery.
12. Any other duty's commensurate with the grade of the post.

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:

Degree and/or equivalent professional qualification in arboriculture. And 3-year post qualification experience.	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
Extensive 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 5 years in local authority with 3 years at senior level.	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,
Extensive experience of national and regional policies and guidance in relation to biodiversity, climate change, pests & diseases and European protected species.	A, I
Extensive experience 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 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 and management.	A, I, T
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
A successful track record of developing creative and sustainable tree planting schemes and related educational opportunities including securing external funding.	A, I, D
BALI accredited Registration of Landscape Operatives (ROLO) Health & Safety and Environmental Awareness Course 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 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 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 type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input 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 type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input 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 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 type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	