

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:	Apprentice Forestry Assistant	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Forestry		
Service Area:	Communities, County Highways		
Primary Location:	Forestry Highways Depot, Buckley Green, Henley-in-Arden B95 5QE		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Lead, Forestry Operations		
Responsible for:	N/A		

Role Purpose

To carry out a range of tasks working within the county's Forestry Team based out of the Henley Depot covering Highways, Schools, Parks etc across the county, delivering a range of arboricultural and forestry projects for internal and external clients.

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 2 Arborist apprenticeship qualification aligned to this role.

Role Responsibilities

You will be supervised at all times and the roles and your work duties undertaken by you will be closely monitored so that you gain good experience on the technical aspects and skills required to enable you to work as required within Arboricultural teams.

To carry out all types of Arboricultural and Forestry work in accordance with current industry best practice.

To drive a range of vehicles and tow chippers and trailers as required subject to licence.

To assist in setting out traffic management in accordance with chapter 8.

To carry out planting of trees and whips.

To ensure that all equipment is maintained in a safe and serviceable condition and ensure that all equipment is operated and work carried out in a safe and effective manner.

To undertake work outside normal work hours if required (possibly required during storms/high winds).

Any other duties commensurate with post and grade.

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:

Willingness to work outdoors in all weathers	A, I
Some awareness of practical Arboriculture and Forestry best practice	A, I
Ability to work with others as part of a team and be able to use own initiative	A, I
Willing to undertake continuous training and development	A, I
Desire for a career in Arboriculture/Forestry Sectors	A, I
Ability to travel to and from Henley Depot	A, I
Ability to travel and/or stay at Pershore College for varying blocks of weeks	A, I

Desirable Criteria

Assessed By:

Willing to work at heights	A, I
UK driving licence	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 checked="" type="checkbox"/> Driving HGV or LGV for work
<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" 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 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 checked="" type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input checked="" type="checkbox"/> Work requiring respirators or masks	<input checked="" 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 type="checkbox"/> Other (please specify):	