

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:	Tree Inspector	JEID	M0396
Salary Grade:	Scale J		
Team:	Arboricultural Team		
Service Area:	Communities		
Primary Location:	Peripatetic		
Political Restriction	This position is not politically restricted.		
Responsible to:	Arboricultural Team Leader		
Responsible for:	Carrying out tree inspections		

Role Purpose

To provide a professional Arboricultural service in respect of managing the councils and external tree stock with the aim of fulfilling the Councils statutory Duties and conserving and enhancing the stocks asset value.

Role Responsibilities

To provide a programme of proactive and planned inspection of the councils tree stock, record un-plotted trees, assess tree condition and ensure their Health and Safety, in accordance with the councils tree inspection regime and statutory obligations.

Assist with operating and updating the councils tree inventory and management system; produce and organise associated work programmes and their delivery.

Assist the Arboricultural team members in providing technical advice, guidance and tree surveys for both pro-active and reactive advice for internal and external stake holders.

Assist with the supervising and monitoring the performance of the councils Arboricultural contractors and ensure that specifications and standards are fully complied with.

Survey and assess private trees which present a health and safety risk and serve a notice on the landowner to make the tree safe.

To assist in responding to Tree Preservation Orders applications, Conservation Area notifications and planning applications.

To assess tree health with a knowledgeable approach to risk management

To contribute and develop to the council's tree management policy.

Assist with the council's programme of tree planting and tree nursery operations.

Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements.

To undertake any other duties as requested 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:

Recognised arboricultural qualification (certificate or diploma), to a minimum Level 3.	A, I, D
LANTRA accredited Professional Tree Inspection certified.	A, D
A sound applied understanding of trees, knowledge of tree and hedge species and arboricultural best practice.	A, I
Familiarity with condition assessment of trees and VTA	A, I
A working knowledge of relevant British Standards	A, I
A working knowledge of all aspects of arboriculture, operational techniques and tree management, including health and safety issues and risk assessments	A, I
A keen awareness of nature conservation and biodiversity issues, including wildlife/habitat management	A, I
Professionally 'current' in arboriculture practice including the Town and Country Planning (Tree Preservation) England) Regulations and issues including wider regulations such as the Wildlife and Countryside Act	A, I
Demonstration of continuing professional development for example attendance at relevant technical events, membership of appropriate organisation (e.g. Arb Association or Institute of Chartered Foresters etc.) and a network of relevant contacts.	A, I, D
Knowledge of relevant Health and Safety law in relation to tree stock management	A, I
Ability to assess tree condition and health, identify disease or structural problems, and report on appropriate action.	A, I, T

Commitment to the conservation of trees, woodlands and landscape enhancement.	A, I
Flexible attitude to changing work pressures and priorities.	A, I
Industry experience as a practicing arborist.	A, I
Physically capable to undertake the duties as set out on the Job Description, which will include undertaking site inspections on rough, steep and difficult terrain, and occasional practical works	A, I, T
Ability to work unsupervised or as part of a team	A, I
Hold a full and current UK driving licence	A, I, D
Has access to own vehicle that is insured for work use and can be used to travel around the county as required. Vehicle will be required during working hours for tree inspection.	A, I, D
Ability to work to tight deadlines and organise own work programme efficiently	A, I
Able to work efficiently in a flexible manner lone working remotely for much of the time	A, I
Able to prioritise work whilst maintaining focus on key projects or activities, within defined timescales	A, I
Familiar with basic IT software such as MS word and MS Excel	A, I
Willing to undertake other duties as reasonably required.	A, I
Good written and verbal communication skills (electronically and by telephone), including tablet skills	A, I, T

Desirable Criteria

Assessed By:

A working knowledge of tree data collection software	A, I
Knowledge and experience of Arbortrack Web the cloud based tree management package that WCC use	A, I
Competent in tree climbing to be able to carry out climbed inspections of trees	A,
Experience of dealing effectively with members of the public even when faced with difficult situations.	A, I
Experience of having to proactively deal with difficult situations with little supervision	A, I
Membership of the Arboricultural Association or other appropriate professional body	A, I, D
Willing to develop capabilities and skills as appropriate to undertake the job.	A, I
Experienced in tree inspection	A, I, T

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 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 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 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 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 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 type="checkbox"/> Other (please specify):	

