

Job Description

Service:	Arboricultural services
Job title:	Arboricultural officer
Grade:	F
Hours of work:	37
Responsible to:	Arboricultural Manager
Responsible for staff working on Arboriculture work / Grounds maintenance staff on occasion / contractors	
Direct reports:	Arboricultural manager
Indirect reports:	Head of service
Budget:	No budget

Purpose of Post:

The Arboricultural Officer oversees and manages contractor operations, customer requests, timber sales, and tree maintenance within the district. This role ensures the effective establishment and care of new trees, including supervising contractors involved in tree management activities to ensure adherence to safety standards, quality of work, and compliance with environmental regulations. Additionally, the Officer plans and supervises tree planting projects, selects suitable species, and implements maintenance schedules such as watering and pruning. The role involves providing technical advice and fostering collaboration among stakeholders, including volunteer groups for tree planting, to enhance urban tree canopy cover and improve open spaces. The Officer also performs low levels of tree work in response to customer requests, such as minor pruning and care tasks, and is responsible for updating audit software with recorded works. Furthermore, the Officer provides coverage for the Arboricultural Manager as needed.



Key Deliverables:

1. Tree Planting and Maintenance:

- Plan and supervise tree planting projects, including coordinating with volunteer groups.
- Ensure appropriate species selection and care.
- Implement maintenance schedules including watering and pruning.
- Monitor the health and growth of young trees to ensure successful establishment.
- Respond to enquiries regarding dangerous trees, unauthorised works to trees, or fallen trees

2. Contractor Supervision:

- Supervise contractors involved in tree management activities.
- Ensure adherence to safety standards, quality of work, and environmental regulations.
- Update audit software with works performed by contractors.
- Conduct site audits to verify the quality and completeness of contracted work.

3. Customer Requests and Stakeholder Engagement:

- Address and respond to customer inquiries and requests related to tree management.
- Perform levels of tree work in response to customer requests, such as pruning and care tasks.
- Engage with stakeholders (e.g., environmental agencies, local communities) to foster collaboration and compliance.
- Provide educational outreach to the community about the importance of tree conservation and care.

4. Timber Sales Management:

- Oversee timber sales activities, including sourcing wood, processing wood products, inventory management, and customer transactions.
- Develop and maintain relationships with timber buyers and other stakeholders in the timber industry.

5. Compliance and Reporting:

- Maintain accurate records of tree management activities.
- Update recorded work to ensure all activities are accurately documented.
- Ensure compliance with all relevant local, state, and federal regulations regarding tree management and timber sales.



6. Managerial Support:

- Provide coverage for the Arboricultural Manager as needed.
- Undertake ad-hoc tasks and projects assigned by the Arboricultural Manager to support departmental goals and operations.

7. Survey Work:

- Conduct low-level surveys of tree health, safety, and maintenance needs.
- Record and analyse survey data to inform maintenance schedules and project planning.




	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
Full uk manual driving license	E	Application form / Driving Assessment
NPTC Competencies CS30-33, 37, 40, 41 or equivalent or able to demonstrate practical experience of operating to this level	E	Application form
Intermediate or basic tree inspection or equivalent	E	Application form
professional tree inspection	D	Application form
Experience		
experience within the Arboricultural industry	E	Application form/ interview
have had a team leader or lead climber position	E	Application form/ interview
experience within tree stock management	D	Application form/ interview
experience using QTRA (quantified tree risk assessment)	D	Application form/ interview
Skills and Abilities		



Tree identification	E	Application form/ interview
Customer care	E	Application form/ interview
project management	E	Application form
Technical advice on tree care	E	Application form/ interview
technical understanding of tree pruning	E	Application form/ interview
understanding of HSE guidance of trees work and occupiers' liability act	E	Application form/ interview
experience dealing with dangerous trees	E	Application form/ interview
able to keep accurate records	D	Application form
countryside and woodland management	D	Application form
experience of GIS and tree survey auditing	D	Application form
ability to interpret technical documents and right reports to a high standard	D	Application form
an understanding of subsidence	D	Application form
Decision Making and Impact on Others	Example: Types of decisions required to be made How will decisions made impact across the whole council / team / other departments	



<p>Must be able to make decisions on best methods to deal with any arb department issues or complaints which they come across during working day. Must be able to prioritise arb related tasks</p>	<p>During the working day, I assess and prioritise Arboricultural issues based on risk, urgency and available resources. For example, following storm damage, I prioritised emergency works to remove a hazardous branch over a footpath before addressing routine complaints and planned maintenance, ensuring public safety and service standards were maintained.</p>
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>Example: Predominantly external customers – high visibility with members of the public</p> <p>Where is the focus of this role in their team, other teams or across the council</p> <p>Internal customer contact 50%</p> <p>External customer contact 50%</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<p>Willing to travel and occasionally work unsocial hours (E)</p> <p>Be a good team leader demonstrating loyalty and commitment to the organisation and team members (E)</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p>



	<p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people’s differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.