 **Role Profile**

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| **Job Title**  | Assistant Tree Officer |
| **Team** | Greenspace | **Grade** | 6 |
| **Reports to** | R Martin |
| **Date** | August 2024 |

**One Arun:**

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| Every role at Arun contributes towards our [**Vision – *A better future***](https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n18990.pdf&ver=20441), and every employee strives to embrace and champion our [**Values**](https://arungovuk.sharepoint.com/sites/intranet/staff/Useful%20documents/Arun%20values%20explanation.pdf#search=arun%20values)**:**A logo of a chat  Description automatically generated |

**Overall job purpose:**

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| To inspect, survey and record Arun District Councils stock of trees, maintaining a tree inventory.Make resulting work recommendations and produce works orders.Support with Planning related matters including tree work recommendations on trees with protected status and monitoring.Assist with the planning, implementation and monitoring of the Tree Planting Strategy.Respond to public relating to arboricultural matters. |

**Key areas of focus:**

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| 1. | To conduct practical VTA (Visual Tree Assessment) arboricultural surveys, determining 'risk' associated with trees within the councils Parks, Public Open Spaces, Cemeteries & Housing sites. |
| 2. | To maintain the tree inventory, keeping it up to date and under review through use of Arbortrack software package. |
| 3. | To apply sound risk management principles and tools ensuring the effective use of resources and prioritisation of work. |
| 4. | To achieve and maintain high quality standards in accordance with current best practice relating to tree management operations. |
| 5. | To produce resulting work orders for the councils in-house Arboricultural Team. |
| 6. | Assist with tree related Planning matters, including the production of written reports in response to Tree Work Applications on trees with Tree Preservation Orders and trees in Conservation Areas. |
| 7. | Assist with the monitoring and implementation of the Tree Planting Strategy and all tree planting opportunities district wide. |
| 8. | Investigate complaints and respond to enquiries and requests relating to trees, correspond accordingly on behalf of the Service area. |
| 9. | To undertake other duties, commensurate with the post, that may be deemed necessary by line manager or Tree Officer. |
| 10. | To undertake such other duties which fall within the range and capabilities of the post holder. This may include participation in Election Duties or Emergency Planning duties as requested by the Chief Executive or Corporate Management Team. |
| 11. | Any other duties that are appropriate with this post. |

**Additional information (not contractual)**

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| 1. | Not responsible for staff. |
| 2. | Not responsible for budgets. |
| 3. | The postholder is expected to work to service delivery standards set by others.  |

**Role Requirements**

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

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| **Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications**  |
| Formal Arboricultural qualification to at least NVQ Level 2/3 Certificate in Arboriculture or equivalent or evidence of working within a similar role | 🗸 |  |
| Level 4 qualification in ArboricultureLevel 3 qualification in ForestryLANTRA Professional Tree Inspector certificated |  | 🗸 |
| **Experience** |
| Experience in conducting practical VTA (Visual Tree Assessment) arboricultural surveys, determining 'risk' associated with public open space | 🗸 |  |
| Minimum 2 years’ experience of professional arboricultural survey work, preferably within the context of the public-sector |  | 🗸 |
| Current knowledge of industry best practice | 🗸 |  |
| **Knowledge** |
| Excellent tree, defect and hazard identification skills | 🗸 |  |
| Risk management principles and tools ensuring the effective use of resources and prioritisation of work | 🗸 |  |
| Geographic Information Systems (GIS) and tree survey data recording IT systems (specifically Arbortrack) |  | 🗸 |
| BS 5837 (2012) Trees in Relation to Design, Demolition and Construction |  | 🗸 |
| BS 3998 (2010) Recommendations for Tree Work | 🗸 |  |
| **Behaviours** |
| Accountability: Accepts responsibility for their own actions, behaviours, performance and decisions and is transparent about this. Acknowledges when things go wrong and learns from this. | 🗸 |  |
| Consistency: Continually maintains standards and behaviours that lead to producing high quality work and delivering on promises and commitments. | 🗸 |  |
| Commitment: Displays values which contribute to a shared focus, exhibits high level of effort and commitment, is motivated to achieve, and demonstrates responsible behaviour. | 🗸 |  |
| Integrity: Seeks to uphold shared values, acting ethically, honestly, fairly and with transparency. | 🗸 |  |
| **Competencies** |
| Communication: Able to communicate clearly, appropriately, and respectfully with colleagues and customers. | 🗸 |  |
| Critical thinking: Able to separate information, prioritising this and referring to policies and procedures before making decisions. | 🗸 |  |
| Decision making: Able to make fair and logical decisions using policies/procedures and available evidence and be clear in the rationale. | 🗸 |  |
| Industry knowledge: Keen to keep abreast of knowledge and best practice specific to the role/area. | 🗸 |  |
| Initiative: Understands what needs to be done and accomplishes it proactively and with minimal supervision. | 🗸 |  |
| Organisation skills: Plans and prioritises own work with reference to line manager. Makes the best use of own time and meets deadlines. | 🗸 |  |
| **Other**  |
|  | Yes | No |
| Does this role require a Basic DBS check? |  | 🗸 |
| Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS). |  | 🗸 |
| Is this a Politically restricted post? |  | 🗸 |
| Does this role require any out of hours/ weekend/ evening/ rota work? |  | 🗸 |
| Does this role require a driver’s licence and access to a vehicle? | 🗸 |  |
| Does this role attract an essential car user allowance? |  | 🗸 |
| Does this role attract a market supplement? |  | 🗸 |
| Does this role require a uniform? |  | 🗸 |