



Job description			
Job title	Arboricultural Officer		
Grade	H		
Directorate	Communities & Neighbourhoods		
Service/team	Environmental Sustainability Service		
Accountable to	Principal Arboricultural Officer		
Responsible for	N/A		
JE Reference	A4795	Date Reviewed	June 2025

Purpose of the Job

To provide a holistic tree management service on behalf of the Council. This will include the delivery of routine maintenance, the planning of long-term management of the Council's arboricultural assets and the delivery of strategic objectives in line with local, regional, and national policy.

To assist the Arboricultural aspect of the councils 'We Know Services' consultancy in liaison with the Principal Landscape Architect and Ecology Consultant.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To play a key role in delivering all aspects of the Council's arboricultural service ensuring it meets all the objectives of the Council, is cost effective and complied with current legislation and best practice.
2. To undertake the surveying of the Council's tree stock in accordance with its agreed strategy.
3. To liaise with tree work contractors and other colleagues to ensure the timely and effective implementation of the Council's tree management programme.
4. To be a point of contact for Council tree management issues for both internal and external customers and implement a management service for Council owned trees.
5. To be a point of contact for resident enquiries relating to trees.
6. To ensure that resident enquiries are investigated and completed in an efficient and timely manner.



7. To conduct in person meetings with residents, where required.
8. To prepare reports for tree related issues including insurance claims, dangerous tree notices and high hedge applications.
9. To create and develop innovative schemes to promote the Council’s tree policies amongst target groups.
10. To assist in promoting the arboricultural section in a consultancy role, providing technical advice on behalf of the Council.
11. To manage the arboricultural aspect of the Council’s ‘We Know Services.’
12. To undertake surveys for the council’s ‘We Know Services’ which may be throughout the Country.
13. To produce technical reports and reports for the council’s ‘We Know Services.’

Knowsley Better Together – Staff Qualities



Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee’s capabilities.
- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.