

POST TITLE	Assistant Trees and Woodlands Officer
DIRECTORATE	Place
SERVICE	FORESTRY
RESPONSIBLE TO	Senior Trees & Woodlands Officer
NUMBER OF POST HOLDERS	4
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

Ensure that the City owned stock of trees in parks, gardens, street walkways and woodlands is safely and effectively managed whilst ensuring the amenity value of the City's treescape is maintained and enhanced.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- To carry out cyclic condition surveys on council maintained trees, keep up-to-date records of inspections and make recommendations for remedial works as necessary.
- Produce accurate and detailed works orders and liaise with the Forestry Supervisor to prioritise their implementation.
- Audit and review completed tree works by both internal squads and contractors/sub-contractors.
- To carry out the council's annual disease control programmes.
- To be placed on the standby rota, to ensure that the Council is able to respond on a 24hour a day, 365 day a year basis to deal with all out of hours emergency tree work events. This includes all public holidays including Easter, Christmas and New Year periods.
- On occasion, may be given other ad-hoc tasks and be expected to cover for other officers during periods of leave.

THE HOW - KNOWLEDGE AND SKILLS

- Educated to a minimum HNC level in Arboriculture or Forestry. Other closely related qualifications may also be considered.
- Lantra Professional Tree Inspection certification, or equivalent.
- Qualifications may be satisfied through relevant experience and demonstrated competence.
- A full, clean, UK driver's license.

Creativity and Innovation

- Prepare analysis, recommendations and reports on operational issues which reflect agreed or proposed outcomes, performance, financial and policy issues.
- Produce high quality reports and other written work, often working to deadlines.
- Identify opportunities for service improvements and/or more efficient ways of working.
- Recognise service delivery issues and opportunities and actively respond to these without prompt or specific instructions.
- Use arboricultural and forestry skills to identify opportunities for advancing quality standards.
- Vary the approach to service delivery as required to ensure efficiency and effectiveness.
- Required to maintain an up-to-date understanding of best practice in arboriculture and forestry operations.

Contacts and Relationships

- Required to develop and maintain relationships with a diverse range of people on a daily basis. Contacts will be at officer level within the Council, as well as site users, external agencies, organisations, and service companies, community and parks "Friends" groups, and individuals.
- Provide tree management services for other Council departments in accordance with Service Level Agreements. Liaise with the Neighbourhood offices, Community Parks Officers, Natural Heritage Service, Councillors and other Parks and Greenspace sections.
- Liaise with Planning as necessary to meet our legal obligations.
- Perform land ownership investigation working with colleagues in the councils Estates team

Decision Making

- Decisions made by the post holder will directly impact on the reputation of the Council.
- Have and apply a working knowledge of the Council policies and strategy for tree management.
- Post holder to decide on the physiological and structural condition of trees and any makes recommendations for remedial works as necessary and sets timeframes for completion to ensure the safety of the public and infrastructure.
- Interprets legislation to determine and decide on compliance with technical standards, codes of practice and breeches, and provides advice to others in this regard.
- Provide information to the public about decisions, Council policy and practice. Distribute information about planned works. Prompt response to requests made under Freedom of Information.

ENVIRONMENT

- Required to deliver work safely and to schedule in a potentially hazardous working environment and in doing so to manage risk effectively.
- The post requires both working in an office environment for approximately 25% of the time, as well as outside in all weather conditions for approximately 75% of the time.
- Work will include the use of tree inspection equipment whilst negotiating various types of terrains to access tree inspection locations.
- The majority of work required by the post involves the use of handheld and desktop IT equipment.
- The postholder may be required to work in proximity to/exposed to moving traffic, water courses, vibration, noise, dust, dirt, fuels and oils, fumes, rubbish and contaminated waste.
- Work involves assessing and balancing risks against the retention of the city's valuable tree stock.

SUPERVISION AND MANAGEMENT OF PEOPLE

- Some supervision of seasonal or volunteer staff may be required.

RESOURCES

- Shared responsibility for a range of specialist equipment, office equipment and works vehicles, as well as personal responsibility for mobile phone and laptop etc.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including

co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).