



Post title	Parks & Openspace Team Leader, Trees & Woodlands
Division / Section	Neighbourhood Environmental Services, Parks & Openspace Operational Services
Department	Place
Responsible To	Neighbourhood Environmental Services Operational Manager (Trees & Woodlands)
Number of post holders	1
Acting up/ Secondment	No

Purpose of Job

To lead the Arborist team within the Trees & Woodland Service by driving and delivering the performance, efficiency and development as required.

Responsible for leading, developing and delivering highly effective, customer focused services within the trees & woodland service.

Support the implementation of policies and procedures, comply with all relevant legislation and regulation and ensure that services support the delivery of the Council's strategy.

MAJOR TASKS/JOB ACTIVITIES

Develop and deliver highly effective, customer focused services in relation to ground maintenance and/or forestry and/or burial and/or estate maintenance functions, including responsibility for the day-to-day supervision of staff.

Assist in identifying service priorities and develop services to deliver agreed outcomes.

Assist in the development of policy, operational and planning activities and partnership working with other departments, agencies and organisations.

Lead effective planning and decision making at an operational level.

Monitor revenue plans, programmes and budgets to ensure both strong financial and performance management.

Ensure work undertaken is completed to a high standard, within agreed timescales and costs, and ensure that health and safety policy requirements and performance standards are met.

Provide professional advice, support and assistance to their Manager and deputise as required.

Take a lead and effective role when contributing to the continuous improvement of Division functions. Actively encourage cultural change, ongoing service improvements and create a climate of excellence in order to meet the objectives of the Service.

Supervision and Management of People

Lead in the recruitment, induction, management and development of up to 20 operatives and any apprentices or seasonal staff allocated to them.

Responsible for the supervision and management of any contractors or external framework contracts.

Creativity and Innovation

Effectively motivate direct reports and staff to achieve a best value performance culture.

Develop innovative solutions to ensure operational services are developed and implemented in a timely and cost effective manner.

Prepare analysis, recommendations and reports on strategic and 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. This will include reports to Senior Management/Council Management Team.

Identify opportunities for service improvements and/or more efficient ways of working.

In the Trees & Woodland Service the post holder will lead the provision of the Council's emergency 24 hr standby rota for out of hours tree work events.

Contacts and Relationships

Develop, maintain and lead effective relationships with a diverse range of people including Localities colleagues, senior managers, organisations and multi-agency groups.

Communication with the public and elected representatives.

To be responsible for suppliers and sub-contractors in relation to work undertaken within their remit.

Liaise with the appropriate professional bodies and statutory authorities in relation to legislative and/or technical advice/guidance and legislative requirements.

Decisions (Discretion)

Make decisions relating to the management and provision of services.

Lead or make significant contribution to the development and review of policy and procedures within their specific remit.

Provide and consider appropriate advice in relation to operational and strategic decision making. Decisions will be made on appropriate guidance to staff and interpretation of legislation, policy and strategy and in compliance with relevant statutory duties, financial targets, performance targets, procurement rules and financial regulations.

Make decisions in relation to performance management including what appropriate action should be taken for poor performance.

Assist in making decision on complaint resolution on a regular basis and take appropriate action to rectify to customer satisfaction.

Make recommendations on improvements for area of responsibility and decide how to implement as required.

Contribute to the setting of annual budget for the service and assist in monitoring spend against this.

Decisions relating to use the Council's PRD framework: to set objectives for staff and manage progress towards delivering these objectives.

Decisions (Consequences)

Decisions will impact on the management and quality of service, including compliance with statutory duties and legislation

Decisions will impact on overall performance against targets, customer satisfaction and financial success.

Decisions made by the post holder will directly impact on the reputation of the Council.

Resources

Contribute to the setting of an annual budget for the service and assist in monitoring spend against this.

They will also have full responsibility for the security and maintenance of any buildings / depots that they accommodate, including any internal fixtures and IT hardware.

Responsible for a range of vehicles, equipment and machinery.

Environment – Work Demands

Autonomy to allocate their own time and that of a team.

Responsible for the direction and management of multiple resources to meet deadlines and for assessing priorities on a regular basis that have significant impact on the service delivery.

Environment – Physical

The post may be exposed to some physical demands these will often be within the range of normal office based activities. However, a significant amount of time will be spent outdoors on site visits as a regular part of the position.

Environment – Working conditions

May be regularly exposed to some adverse working conditions during site visits.

Required to deliver work safely and to schedule, often in a potentially hazardous working environment.

Environment – Work Context

Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines.

Health and safety guidelines with risk assessments should be adhered to when conducting site visits.

Operate in accordance with the Council's Lone Working policy.

Operate a range of heavy vehicles, machinery and equipment, occasionally in hazardous locations.

Knowledge and Skills

Educated in a relevant professional discipline to Higher National Diploma level. In certain cases this requirement will be satisfied through relevant experience and demonstrated competence.

Demonstrated competence in managing operational services and / or projects, including staff, budget, knowledge and skills is essential.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure