

Arboriculture Officer

JE Code: JE0317

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** | |
| **Service** | Environment and Waste |
| **Reports to:** | Landscape Client Services Manager |
| **Job Family** | Professional and Technical |
| **Grade:** | G |
| **Political restricted** | N |
| **Date:** | March 2022 |

**Key Deliverables**

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| 1. | Deliver a healthy population of trees that will be a positive amenity benefit to the residents and visitors to Milton Keynes |
| 2. | Respond to tree enquiries from the public, officers and elected members in line with agreed council response times. Be responsible for the regular inspections to inform a prioritised programme of works of all council owned trees to assess their condition and ensure safety in terms of the Council’s statutory obligations |
| 3. | Analysing the tree condition assessment results, carrying out of risk assessments where necessary and implementing the derived programme of works, monitoring, reviewing and updating of management plans with interested parties including leading the production of a structured programme of new tree planting. |
| 4. | Managing and delivering an extensive caseload comprising conservation area notifications, Tree Preservation Orders applications and reviews, High Hedge complaints and hedgerow removal notices, and administration of tree preservation orders. |
| 5. | Provide written reports, evaluations and verbal advice to the Planning Department. Carry out site visits and attend meetings regarding all other Arboriculture issues related to planning. Complete technical reports for council departments on insurance, subsidence and other structural damage caused by specific trees and advise on remedial work. |
| 6 | Manage and monitor arboriculture contracts: assisting with procurement, working with service providers  monitoring the performance of Contractors in all tree work including the care, maintenance and planting of trees, and to ensure specifications are fully complied with. |
| 8. | To undertake landscape design, construction, drainage and Arboricultural projects for capital and revenue schemes, from feasibility study through to preparation of estimates, designs, specifications and contract documents & drawings. |
| 9. | Assist with management of capital and revenue budgets for implementation and maintenance of schemes undertaken. Submission of bids for Capital funds for project implementation. Identifying sources of grant to assist in project implementation and maintaining trails for grant funds. |
| 10. | Assist with preparing reports for committees of the Council and to attend such committees and other community / environmental meetings as necessary. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| 1. | Level 4 Qualification in Arboriculture or equivalent experience. |
| 2. | Demonstrates experience and/or considerable knowledge of legislation, planning policy and good practice relating to arboriculture and contractual management. |
| 3. | Knowledge of basic tree biology; pests; diseases and disorders that affect trees and general ecological issues. Knowledge of tree work operations and the effects on tree health related to species. Experience of undertaking professional tree surveys for a variety of purposes. |
| 4. | Demonstrable expertise in determining and organising work. |
| 5. | Proven ability to calculate resource allocation and timings ensuring that the contractor/s has adequate resource level deployment at all times to efficiently undertake the work in accordance with schedules and the Council’s environmental responsibilities. |
| 6. | Proven ability to build effective relationships and achieve co-operation from others, as demonstrated by evidence of success in working productively with other departments, stakeholders, partners, and contractors. |
| 7. | Able to prioritise work whilst maintaining focus on key projects or activities within defined timescales. |
| 8. | Good written and verbal communication skills, with appropriate IT competency. |
| 9. | To be aware of your responsibilities under equalities legislation together with the objectives and targets required in the Equality Action Plan and to ensure delivery of those objectives within the timescales specified. |
| 10. | Take personal responsibility for decisions made, ensuring integrity, openness and fairness, clearly explaining reasons for decision. |



Job Family

Professional/Technical

Grade G

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| **Colleagues Expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role Characteristics

At this level roles require an in depth, theoretical understanding of their particular discipline to solve complex problems, offer evidence based, provide authoritative advice to colleagues / service users and manage teams and/or other resource assets.

### The Knowledge and skills required

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline, such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

Roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

### Thinking, Planning and Communication

The situations and problems dealt with at this level will be increasingly complex, involving several information streams where analytical and judgemental skills will be needed to interpret information correctly and determine optimum solutions.

Job holders will have plenty of day to day issues to contend with, they will also need to plan some months ahead to achieve medium-term objectives in such areas as project support or service development.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice

**Decision Making and Innovation**

Job holders will have the autonomy to adapt specific approaches to better meet medium term objectives. They will be bound by the recognised procedural framework of their specialism as it is managed by the Council but will decide when and precisely how duties are to be carried out. They will also deal with problems (often escalated to this level) for which there are no set-down routes to a solution other than broad service practice guidelines.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people whether external service users or partners, and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have only modest levels of responsibility for finance, information assets, equipment and/or premises.

Internal roles are likely to have this pattern reversed, with weightier responsibility for significant financial and non-financial assets, but less for the assessment of needs of individuals and groups.

Jobs will have supervisory responsibility for the work of others and will be accountable for the quality and timeliness of outputs, whether related to the work of internal teams or temporary external contractors, volunteers or others.

### Impacts and Demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The problem solving and decision-making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions and conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.