

# Job Profile

Position Details	
Post	Arboricultural Officer
Service Area	Environment & Neighbourhoods / Commissioning & Client Section / Public Realm / Trees, Allotments & Nature Conservation Team
Reports to:	Tree & Nature Conservation Manager
Grade	PO1
Job Family	To be completed by HR

Role Purpose
<p>1. To act as one of the Councils Arboricultural Officers helping to meet our legal duty of care in managing the boroughs tree stock and providing professional advice to residents and other council services. Haringey are responsible for the management of approximately 40,000 trees.</p>
Main Responsibilities
<p>1. To assist in the delivery of a comprehensive borough wide tree maintenance programme in partnership with internal stakeholders (i.e. Highways, Homes for Haringey, Parks Service).</p> <p>2. To provide professional advice and support on all tree related matters in accordance with Council strategies, current legislation, Industry best practice and published guidance.</p> <p>3. Undertake surveys and inspections of Council trees and accurately record all data collected on the asset management system (Confirm Arboriculture).</p> <p>4. Prepare, issue and monitor the completion of tree work schedules in accordance with contract documentation and the following legislation; Highways Act 1980, Traffic Management Act 2005, New Roads and Street Works Act 1991.</p> <p>5. To ensure that the procurement of services and goods is carried out within current legal framework and council guidelines.</p> <p>6. To promote excellence in customer care through a comprehensive approach, which includes; timely response to all enquiries and service requests; updating Confirm and keeping all affected parties fully informed about planned work programmes and reactive works.</p> <p>7. Take personal responsibility for decisions made, ensuring integrity, openness and fairness, clearly explaining the reasons for decisions made.</p> <p>8. Investigate, analyse and respond to customer complaints, Members and MP enquiries and take appropriate action to address any procedural and operational deficiencies, ensuring that lessons learned are reflected appropriately.</p> <p>9. To develop constructive relationships and effective communications with key people, both inside and outside the Council, that are crucial to the success of the Business Unit, including colleagues, contractors, members, partners and the public.</p> <p>10. To develop, maintain and review procedures and working methods and ensure that these are integrated with Council systems and are effective and efficient.</p> <p>11. To assist the Tree &amp; Nature Conservation Manager in the development and implementation of a range of business/service plans.</p>

12. Promote a 'one Haringey' approach.	
Generic Responsibilities	
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT.</li> <li>4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> </ol>	
Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Knowledge of existing legislation and Industry best practice relevant to Arboriculture.	E
2. Knowledge of basic tree biology; pests; diseases and disorders that affect trees and general ecological issues.	E
3. Knowledge of tree work operations and the effects on tree health related to species.	E
4. Knowledge of Haringeys' values and how they should translate into practice.	E
5. Three years' experience working in the Arboricultural Industry.	E
6. Hold a recognised Arboricultural qualification relevant to duties of post.	E
7. Two years' experience working as a Local Authority Arboricultural Officer.	D
8. Level 3/4 qualification (Arboricultural Association National Qualification Framework).	D
9. Experience of using Confirm Arboriculture and MapInfo Professional.	D
10. Ability to undertake tree surveys/ inspections and accurately record all relevant data.	E
11. Have excellent written and verbal communication skills.	E
12. Ability to establish and maintain co-operative relationships with other Council Officers, elected Members, community groups, residents, contractors and external organisations.	E
13. Ability to plan and formulate own workload and meet deadlines in an environment of conflicting priorities.	E
14. Demonstrates a high level of customer care and a 'can do' attitude to getting things done.	E
15. Experience of stakeholder engagement, communication and consultation.	D
16. Negotiation and influencing skills, an ability to handle tension and conflict situations.	E
17. Leading and ensuring the completion of work subject to deadlines involving frequently changing circumstances and conflicting priorities.	D
18. Committed to the achievement of equal opportunities in both employment and service delivery.	E

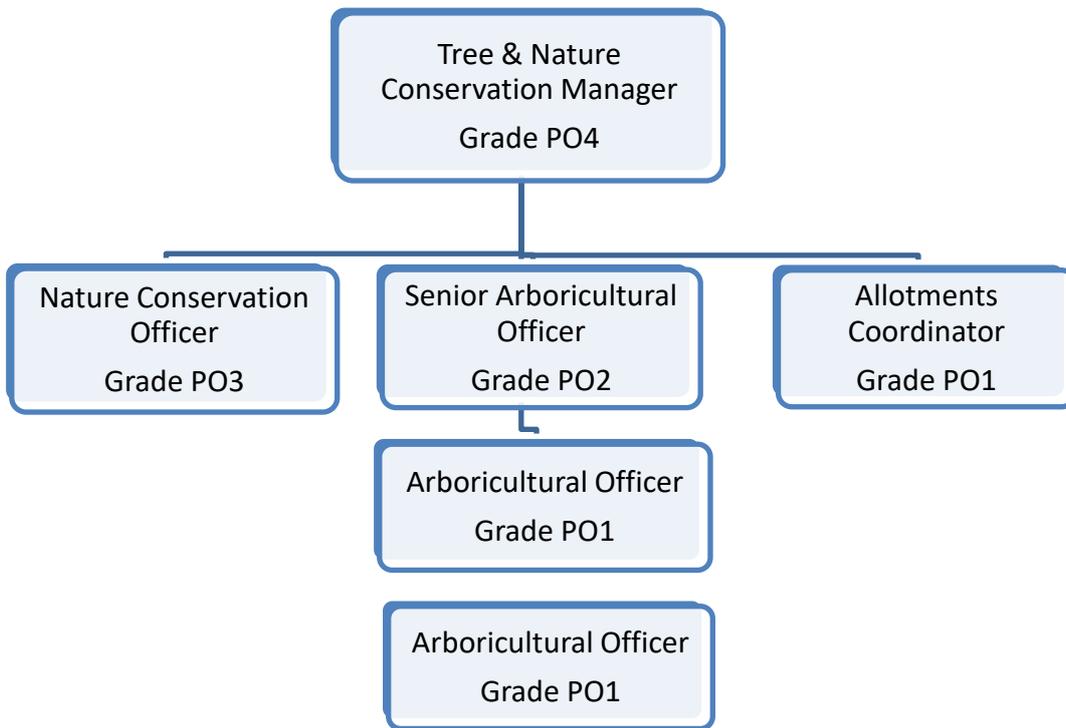
19. Experience of budget controls, delivering service plans and ensuring that costs are contained within budget.	D
20. Commercial awareness and business acumen, sufficiently to identify and secure new sources of income	D

Main Contacts & Other Information

**Main Contacts:**

1. Lead Members, Ward Members and Cabinet members.
2. Council officers.
3. Partners – Homes for Haringey, The Conservation Volunteers, Woodland Trust and Trees for Cities
4. Local residents, businesses, community, tenant and friends groups.
5. External Clients (Schools, Fusion, other Housing associations)

Organisational Structure



### Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis. If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	50%	Use of a computer.	Yes	50%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	Yes	25%	Manual handling.	No	
Working alone or in isolation.	Yes	50%	Working in confined spaces.	No	
Driving a car, van or minibus.	Yes	20%	Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending or reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	Yes	50%	Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	Yes	5%	Standing or sitting for prolonged periods.	Yes	50%
Working at heights / on ladders, roof work.	No		Outdoor work involving extremes of temperature.	No	
Teaching, or responsibility for, children.	No		Control and restraint.	No	
Electrical hazards.	No				

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Council Laptop, Tablet and Mobile Phone.
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Confirm Arboriculture
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No