Job Profile

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| 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 | Sc6 – SO1 |
| Job Family | To be completed by HR |

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| Role Purpose |
| To act as one of the Councils Arboricultural Officers managing public trees in the borough and providing advice to residents and other council services. Haringey are responsible for the management of approximately 40,000 trees. |

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| Main Responsibilities |
| 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). 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. 3. Undertake surveys and inspections of Council trees and accurately record all data collected on the asset management system (Confirm Arboriculture). 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. 5. 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. 6. Take personal responsibility for decisions made, ensuring integrity, openness and fairness, clearly explaining reasons for decision. |

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| Generic Responsibilities | | |
| 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council’s Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role. | | |
| Knowledge, Qualifications, Skills and Experience | Essential or Desirable | |
| 1. Knowledge of existing legislation and Industry best practice relevant to Arboriculture. 2. Knowledge of basic tree biology; pests; diseases and disorders that affect trees and general ecological issues. 3. Knowledge of tree work operations and the effects on tree health related to species. 4. Knowledge of Haringey’s values and how they should translate into practice. 5. Three year’s experience working in the Arboricultural Industry. 6. Hold a recognised Arboricultural qualification relevant to duties of post. 7. Two year’s experience working as a Local Authority Arboricultural Officer. 8. Level 3/4 qualification (Arboricultural Association National Qualification Framework). 9. Experience of using Confirm Arboriculture and MapInfo Professional. 10. Ability to undertake tree surveys/ inspections and accurately record all relevant data. 11. Have excellent written and verbal communication skills. 12. Ability to establish and maintain co-operative relationships with other Council Officers, elected Members, community groups, residents, contractors and external organisations. 13. Ability to plan and formulate own workload and meet deadlines in an environment of conflicting priorities. 14. Demonstrates a high level of customer care and a ‘can do’ attitude to getting things done. 15. Experience of stakeholder engagement, communication and consultation. 16. Negotiation and influencing skills, an ability to handle tension and conflict situations. 17. Leading and ensuring the completion of work subject to deadlines involving frequently changing circumstances and conflicting priorities. 18. Committed to the achievement of equal opportunities in both employment and service delivery. | E  E  E  E  E  E  D  D  D  E  E  E  E  E  D  E  D  E | |
| Main Contacts & Other Information | | |
| Main Contacts:   1. Local residents / businesses / community groups. 2. Councillors and Cabinet members. 3. Council officers. 4. Partners / Friends Groups / Contractors. | | |
| Organisational Structure | | |

Additional Information

Please complete the additional information as fully as you can.

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| 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.

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| 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 | | | | | | | |