

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9RT</b>	<b>Role Title</b>	<b>Natural Capital-Arboriculturist</b>
<b>Grade</b>	PS9	<b>Reports to (role title)</b>	<b>Natural Capital-Arboriculture &amp; Grounds Maintenance Operations Team Leader</b>
		<b>Directorate</b>	<b>Environment, Transport and Infrastructure</b>
<b>JE Band</b>	314-370	<b>Service</b>	<b>Countryside</b>
		<b>Team</b>	<b>Natural Capital Team</b>
		<b>Date Role Profile was created</b>	<b>Jun-22</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	Ensuring adopted corporate tree risk management responsibilities and embedded departmental procedures are robustly discharged: by systematically capturing; manipulating and utilising digital property management records, tree inspection records and tree works data. Satisfying that all arboricultural, horticultural and associated disciplines resource requirements are technically & adeptly defined and executed by suppliers in accordance with specifications, industry standards, statutory legislation; and within available financial limits. Effectively utilising the department's tree management system enable accurate statistical reporting of core service functions.
<b>Work Context</b>	<p>The role reports into the Arboriculture &amp; Grounds Maintenance Operations Team Leader with close links to other parts of Countryside, Land &amp; Property, Planning, the wider organisation and its partners. The team provide a comprehensive consultancy and operational arboricultural, woodland management, and grounds maintenance service provision. Using digital data systems, the post will deliver safety and other tree inspection types and make qualified and instant decisions/ judgements without referral. Utilising standard assessment techniques, they will inspect &amp; record trees/other vegetation to ascertain their condition or quality, prescribing management decisions accordingly. Supporting the Principal Arboriculturist they will collate and prioritise works packages in preparation of and work collaboratively with Land &amp; Property and other departments to ensure management data is fit for the purposes required delivery by suppliers. They will maintain all digital textual and graphical data in their domain and work collaboratively with Land &amp; Property and other departments to ensure management data is fit for the purposes required.</p> <p>As an independent consultant they may provide critical technical input into corporate capital and related refurbishment projects necessary to safeguard green infrastructure; to optimise design and to uphold governing British Standards. Supporting the County Planning department on planning applications they will determine the arboricultural impact of development; and make recommendations for change; and advising upon the imposition of conditions to preserve existing trees/vegetation and to promote new planting. They may support the Monitoring &amp; Enforcement team to ensure compliance and rectification on all tree &amp; landscaping matters.</p>
<b>Line management responsibility</b> if applicable	None
<b>Budget responsibility</b> if applicable	None
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives.</li> </ul> <p>Policy and Compliance</p> <ul style="list-style-type: none"> <li>• Input as required to the development of strategies and policies.</li> <li>• Provide guidance and support to stakeholders as required to ensure policy and specification compliance.</li> </ul> <p>People &amp; partnerships</p> <ul style="list-style-type: none"> <li>• Deliver high quality technical advice/ services engaging a range of stakeholders.</li> <li>• Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate.</li> <li>• May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisational policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>

<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Appropriate technical qualification at Degree, HND or HNC level.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Sound understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• Ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Ability to work on own initiative, with solution focused problem solving skills.</li> <li>• Proven written and oral communication with the ability to engage and work in collaboration with others.</li> <li>• Comprehensive knowledge of computerised business systems.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<ul style="list-style-type: none"> <li>• Minimum Level 4-Arbicultural qualification</li> <li>• LANTRA Professional Tree Inspection certificate</li> <li>• Minimum 3-year experience in commercial Arboricultural, Horticultural and Environmental service provision, including; site investigations, inspections, safety &amp; development surveys &amp; reports, specification of works and works supervision</li> <li>• Ability to provide technical and articulate input and justifiable direction on development &amp; landscape design</li> <li>• In-depth knowledge of Arboricultural and Environmental legislation, in relation to planning &amp; development, tree/hedgerow protection and insurance claims</li> <li>• Experience and knowledge of legislative weed control within the public realm</li> <li>• In-depth knowledge of tree/shrub/herbaceous plant species and the pests and diseases affecting them</li> <li>• Experience of planting/landscape design and implementation</li> <li>• A good working knowledge and understanding of health and safety issues associated with the post</li> <li>• A successful record of contract and project management including drawing up specifications and managing contractors</li> <li>• Experience in using Graphical Information (GIS) software and geo-database creation and manipulation</li> <li>• Ability to utilise a wide range of digital software for the management of tree stock; and ability to carry out tree inspections and use associated tools and equipment</li> <li>• Ability to assist in the development of policies and procedures within the service area</li> <li>• Ability to be able to communicate effectively with a wide range of internal and external contacts including: Members, Planners, Architects, De</li> <li>• Holding a full UK driving licence with use of a vehicle for work purposes, and ability to travel to sites around the County and to other authorities as necessary</li> <li>• Willingness to work outside of contracted hours in the evenings and weekends as demanded by emergency situations and other times subject to reasonable notice</li> </ul>
<b>Role Summary</b>	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>

<b>Reference Number</b>	BM-2021-396
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