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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Arboriculture Officer	Grade: PO2
Section: Contracts and Leisure (Parks)	Directorate: Environment and Community Services
Responsible to following manager: Arboriculture Manager	Responsible for following staff: N/A
Post Number/s:	Last review date: February 2019

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Responsible for participating in activities that are essential in delivering the Council's statutory duties in relation to arboriculture, this includes undertaking tree asset and condition surveys, producing instructions for specialist contractors and monitoring their performance in order to facilitate effective contract management. The role includes delivery of planning services such as



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consultation on planning applications that affect trees and the wider landscape, assessment of Tree Work Applications, the administering of Tree Preservation Orders and undertaking enforcement action.

The officer will be responsible for overseeing and delivering projects and programmes, such as tree planting initiatives, community participation and service development tasks.

Specific Duties and Responsibilities

1. To monitor the performance of the Arboriculture Contract to ensure contractors meet their obligations
2. To carry out site inspections, write specifications and instruct the contractor regarding necessary work.
3. To ensure work achieved is to the highest standards and to strive for customer satisfaction at all times within the available resources.
4. Liaise with other departments regarding ongoing tree works and projects;
5. To act as project manager for various one-off projects, to include the preparation of relevant documentation.
6. Maintain all electronic records and data, ensuring they are auditable.
7. To advise and represent the Council on all matters relating to litigation in respect of trees, including dangerous trees subject to the provisions of all relevant legislation.
8. Consider and comment on any relevant planning applications to ensure compliance with the Council's statutory obligations and policies with regard to trees.
9. To advise and support managers on relevant matters affecting the service.
10. To contribute as required to performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.



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Generic Duties and Responsibilities

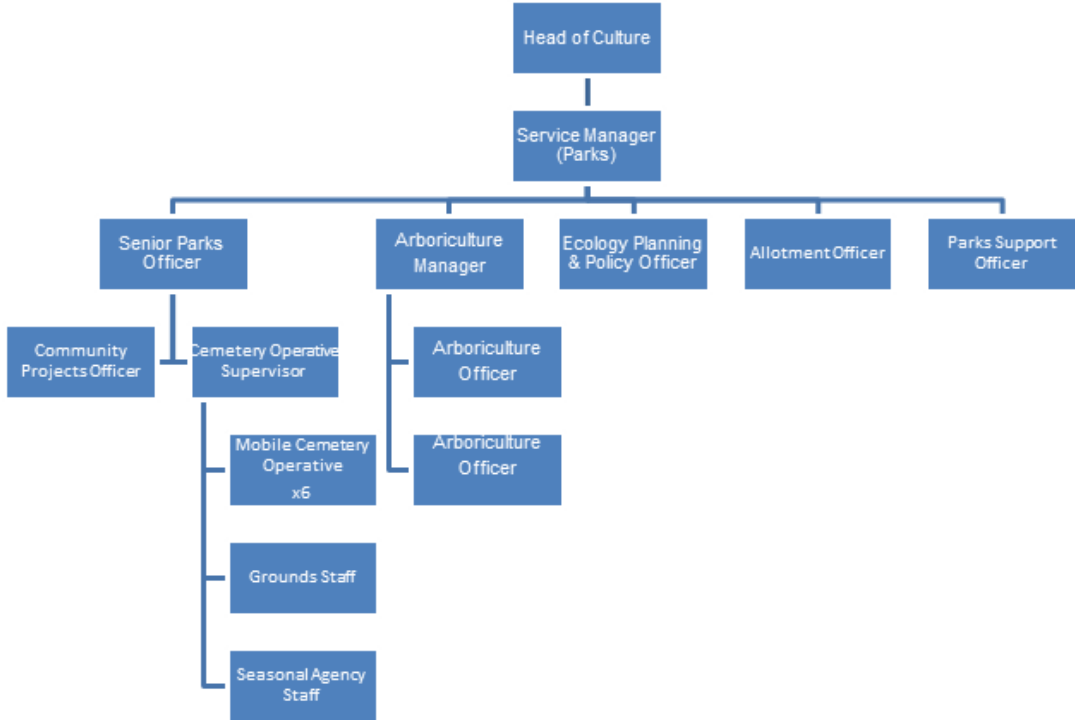
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

1. To participate in the Tree Section 24-hour emergency call-out rota.



Current team structure





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Person Specification

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Our Values and Behaviours¹

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
To be conversant with current Arboricultural best practice and how trees fit into and should be managed in accordance with key statutes, including the Town & Country Planning Act 1990, the Owners and Occupiers Liability Act	A & I

¹ These values and behaviours will be developed further as the SSA becomes established.



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1957 & 1984, the Health and Safety at Work Act 1974 and the Highways Act 1980	
Understanding and application of the principles within the standards and guidance that are in place for tree management within both public and private settings, these include British Standard 3998:2010 (Tree Work Operations – Recommendations); British Standard 5837:2012 (Trees in relation to design, demolition and construction – Recommendations); British Standard 8545:2014 (Trees: from nursery to independence in the landscape – Recommendations); National Tree Safety Group Guidance (Common Sense Risk Management of Trees) and the UK Roads Liaison Group (Well Maintained Highway Infrastructure: A Code of Practice).	A & I
Experience	
Proven experience of contract performance monitoring in an arboriculture setting	A & I
Experience of working with customers and stakeholders to improve service outcomes	A & I
Experience of dealing with a wide range of groups from residents to central government offices	A & I
Experience of assessing the impact of proposed development upon trees and ensuring that trees can be successfully retained and protected throughout the course of development.	A & I
Skills	
Ability to deliver successfully to multiple, competing deadlines	A & I
Qualifications	
Minimum Level 3 in Arboriculture	A & C

A – Application form

I – Interview

T – Test

C – Certificate