**JOB DESCRIPTION**

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| **JOB DETAILS** |
| **Group: Corporate Resources** |
| **Post title: Tree Inspection officer** |
| **Post number:** |
| **Post grade:** |
| **Section: Asset Management** |
| **Responsible to: Head of Asset Management** |
| **Responsible for: Tree Management & Inspections** |
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| **MAIN PURPOSE OF JOB** |
| To assist in the management of council owned trees. To include the undertaking and recording of tree condition surveys and recommend any remedial work that is necessary in accordance with relevant policies and procedures. To oversee the quality and promptness of remedial work. To work with internal staff, external contractors and other stakeholders to ensure effective co-ordination of activities which impact on the borough’s tree stock and ensure implementation in accordance with industry standards of good practice. |
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| **SPECIFIC DUTIES** |
| Raise works orders identified in the Council’s tree management software (currently PSS) for programmed and ad-hoc works, ensuring that programmed works adhere to the agreed time scales and that only necessary works are authorised. Audit and monitor authorised works to ensure that the requirements of the specification, including Key Performance Indicators, are being met. |
| **Surveys**  Undertake on-site surveys of council owned trees including the inspection and risk assessment of newly owned trees.  Ensure the risk assessment methodology and its implementation is continually reviewed to ensure it remains relevant and flag any areas of enhanced risk or concern.  Record all surveys undertaken on the software provided ensuring data input is accurate and timely.  Liaise with relevant contractors in respect of remedial works required ensuring the quality and timeliness of those works. Ensure the work undertaken is in compliance with all relevant policies, particularly health and safety compliance.  Research, analyse and assess information and data on the council’s tree stock to assist with the management programme for the borough’s trees, including specifying management arrangements in consultation with stakeholders. |
| **Use of technology**  To be adept on the use of the tree management software (PSS).  Ensure the system is kept up to date with all software updates and the system is utilised to its full potential.  To keep abreast of any emerging technology relating to the subject area. |
| **Consultancy and advice**  Provide technical advice, prepare plans, drawings, costing and reports in respect of tree management services as required.  Work in a collaborative manner with other members of the asset management team and with other service areas. Prepare information in a timely fashion to support colleagues respond to any enquiries and complaints.  Maintain effective working relationships with key stakeholders, ensuring the highest level of professionalism.  Work closely with external structural engineers and the council’s insurance officer on any potential subsidence case or cases where there is damage caused by tree roots.  Assist with evidence in the event of any court appearance relating to both subsidence and tree failure. |
| **Training and knowledge**  Be familiar with new and existing arboricultural legislation.  Have an understanding of the effects of major decay organisms and pests on the biomechanics and physiology of trees  Be familiar with the Council’s Health and Safety Policies and carry out your work in a safe and proper manner, having regard at all times for your own Health & Safety and that of colleagues and members of the public.  Undertake training where appropriate to maintain or enhance knowledge of the subject area.  Constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the role. |
| **General**  Achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed with the line manager.  The list of duties in the job description should not be regarded as exclusive or exhaustive. As a condition of your employment you may be required to undertake various other duties as may reasonably be required, for example providing support to a Council emergency.  Adhering to all corporate policies and protocols. |
| **ORGANISATIONAL CHART** |
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| **KEY WORKING RELATIONSHIPS** |
| *The post holder is required work with the local residents, parish councils, and borough councillors, developers, internal staff and contractors. To ensure the effect running operation of the Tree management across the borough .* |
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| **RESOURCES** |
| *They are responsible for budgets in excess of £60k with the ultimate responsibility from line managers, responsible for the data held with regards to tree inspections. This includes the health safety of these sites.* |
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| **PHYSICAL DEMANDS** |
| *The post holder is required to operate on their own, whilst driving around the borough. Regularly walking to locations and across sites. Operating software systems while on site and in the office. With accuracy and speed when using the software systems that includes mapping system.* |
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| **MENTAL DEMANDS** |
| The post holder will be required to cope with the pressure from deadlines, operational interruptions and conflicting demands through juggling day to day, planned work, completing inspection reports and awarding contracts and monitoring contractors performance on a regular basis with accuracy and attention to detail. Some of these tasks are required to be worked on over long periods of time which can last all day requiring long term planning.  Each task requires a high level of concentration to reduce margin for error, however such interruptions and conflicting demands can impede progress. The post holder must be able to deal with these and still produce a high level of work.  There is considerable work related pressure due to the post holder being responsible for all inspections and actioning any issues that may arise |
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| **WORKING ENVIRONMENT** |
| The post holder is required to visit sites throughout the year and access can be difficult and challenging. Most site visits still need to take place during adverse weather conditions. The job is split 40% between office-based work and 60% site visits |
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| **ALL STAFF RESPONSIBILITIES** |
| To adhere to all Council Policies, in particular Equal Opportunities.  To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.  To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.  Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness. |

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| **HEALTH AND SAFETY** | | | |
| Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council’s Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others. | | | |
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| **PERSON SPECIFICATION** | | | |
| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| *Five GCSES 4-9 or equivalent.*  *Please so include any professional qualifications or memberships* |  |  | *interview or application form* |
| *Level 1 Arboriculture qualification* |  |  |  |
| *Driving licence* |  |  |  |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| *Experience of relevant legislation and its practical implementation for tree management* |  |  |  |
| *Experience of arboricultural industry including investigating and specifying health and safety and amenity tree management* |  |  |  |
| *Knowledge of tree species and assessment of structural weakness, decay, pests, disease and disorder.* |  |  |  |
| *Knowledge of the effects of tree roots systems on buildings and surfaces* |  |  |  |
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| **SKILLS** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| *Digital skills to manage data in property management* |  |  |  |
| *Ability to work to deadlines* |  |  |  |
| *Able to manage their own workload to meet various demands* |  |  |  |
| *Good communication skills* |  |  |  |
| *Numeracy skills* |  |  |  |
| *Analytical skills* |  |  |  |
| Communication skills |  |  |  |
| Organisational skills |  |  |  |
| Problem solving skills |  |  |  |
| Ability to meet deadlines |  |  |  |
| Ability to work under pressure with minimal supervision |  |  |  |
| Microsoft Office |  |  |  |
| **BEHAVIOURS / ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| *Customer Focus* |  |  |  |
| *Ability to build relationships* |  |  |  |
| *Flexible and methodical approach to work* |  |  |  |
| *Conscientious* |  |  |  |
| *Ability to use own initiative* |  |  |  |
| *Accuracy and attention to detail* |  |  |  |