

<b>Job Title:</b> Assistant Arboricultural Officer	<b>Role Profile Number:</b> OPN104
<b>Grade:</b> M	<b>Date Prepared:</b> July 2021
<b>Directorate/Group:</b> Operations Services	<b>Reporting to:</b> Green Services Manager
<b>Structure Chart attached:</b>	No

## Job Purpose

- To support the Green Services Manager in the management of Swindon Borough Councils tree stock, including inspections, public enquiries, liaison with the Arboricultural Manager in tree preservation orders, routine and ad-hoc inspections and surveys of trees from ground level.

## Key Accountabilities

- To identify tree species and record inspection data on an asset management system and make recommendations of proposed actions for remedial works arising from inspections.
- To support the Green Services Manager to manage the public enquiries into the department regarding tree pruning, felling and general maintenance, meeting with residents to discuss.
- To assist with the creation and implementation of policies for tree, woodland and grounds establishments.
- Provide written reports and / or advice on matters relating to tree related subsidence claims against the Council as a result of direct or indirect actions of trees.
- To attend court and give evidence on matters of tree related insurance claims
- To provide advice on tree planting and species selection throughout the Borough and supporting the rangers across the country parks.
- To assist with the recording, monitoring and after care advice of Coate Water/Polo Ground/Lydiard Park and Lawn Trees of remembrance collections.
- Where requires, assist with small tree felling or clearance works.

## Supplementary Accountabilities

- To organise and lead walks for members of the public around the country parks tree collection, imparting knowledge on the history and the value of the trees present.
- Support the Grounds Maintenance team by giving advice on planting, maintenance and care of country

parks

### **Knowledge & Experience**

- Have extensive knowledge and identification skills of tree species, their pests and diseases.
- Good understanding and knowledge of tree biology and ecological factors affecting structure and sustainability of trees.
- Knowledge and understanding of the contents of BS 5837:2005 (trees in relation to construction – recommendations), BS 3998:1998 (Recommendations for tree work), European Tree pruning guide 2001, NJUG 10 and any other relevant British Standards or Building Research Establishment documents relation to trees and landscaping.
- Knowledge of current case law relating to trees.
- Knowledge of the Misc. Provisions Act 1976 and the Highways Act 1980.
- Knowledge and ability to use MapInfo and GIS software.

### **Qualifications**

- Have, or be working towards ABC Level 4 Certificate and diploma in Arboriculture.
- Arboricultural Associations Professional Tree Inspectors Certificate.
- NPTC certificates, Units 30 and 31.

### **Decision Making**

- Good organisational skills and ability to prioritise own workload according to the demands of risk management.
- To be capable of meeting targets and deadlines as set by the Horticultural Officer at SCS.
- To recognise and pursue ones own continual training needs and professional development in line with the tasks of the job.

### **Creativity and Innovation**

- Daily interaction with members of the public as job is street and open spaces based or visiting private households to provide customer service.
- Meeting with staff from Utility companies or other Council departments to provide advice and guidance.
- To work as part of the Grounds Team committed to quality provision within the parks and streets.
- To design and implement new planting schemes with streets, open spaces and country parks.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• Inspections, surveyors, audits, guided walks,</li> <li>• Advice on planting, preservation and maintenance of grounds and country parks</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Instruct staff involved in the maintenance of grounds and trees to carry out works following inspections and / or surveys</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>Personal IT equipment, vehicle, equipment to undertake works</p>
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**Contacts and Relationships**

- Daily interaction with members of the public as job is street and open spaces based or visiting private households to provide customer service.
- Meeting with staff from Utility companies or other Council departments to provide advice and guidance.
- To work as part of the Grounds Team committed to quality provision of the Council’s Green Services.

**Other Key Features of the role**

- Ability to work alone for long periods of time
- To work in all weathers
- Be physically fit
- The ability to travel across the Borough, attending meetings with members of the public, Elected Members, Parish Councillors, rangers and gardeners

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	