JOB DESCRIPTION

**Department:** Green Sefton **Location:** Boroughwide

**Team:** Community and Resource Team **Post No.** 302644

**Post:** Assistant Tree and Woodland Officer (fixed term) **JE No.** A4299

**Grade:** G

**Responsible to:** Principal Tree and Woodland Officer

**Responsible for:** There are no direct reports

**Job Purpose:**

To assist the Principal Tree and Woodland Officer in delivering an integrated approach to the development, design, maintenance and management of land under the section’s control.

The Tree and Woodland service work across the borough managing Council owned tree and woodland stock, managing both existing stock and planting new trees for the future, in accordance with an agreed Tree and Woodland Strategy.

To act as an ambassador for Green Sefton and Sefton Council

**Main Duties and Responsibilities:**

The post holder will be required to:

1. Deal with enquiries from the public, elected members and other departments; undertake tree inspections as a result of these.
2. Undertake visual tree inspections across the borough and prioritise the outcomes in line with current Health and Safety concerns and budgets. Inputting this information onto an online database using an electronic tablet.
3. Deliver these inspections on both a programmed and demand basis for works identification, measurement, ordering and contract monitoring and supervision using both computerised or manual methods as directed for all tree maintenance related works.
4. Assist with undertaking the ongoing tree survey of the Borough’s tree stock.
5. Assist with the supervision of the work of contractors. Attend monthly contract meetings feeding back findings as required.
6. Monitor contracts on the highway ensuring full compliance with relevant regulations and codes of practice including currently: the Highways Act 1980, Chapter 8 of the Traffic Signs Manual and all relevant legislation and Codes of Practice.
7. Understand health and safety issues relating to tree contracts, contractors and public safety.
8. Manage data relating to correspondence, contract management and the tree stock.
9. Liaise with the public and other interested parties with regards to technical tree advice.

1. Propose, design and consult on tree removal projects as and when required.
2. Produce tree information leaflets and assist in the preparation of public meetings and displays etc.
3. Assist with the preparation of reports and contract documentation etc.
4. Development and maintenance of the computerised data.
5. Provide information to the ~~Assistant~~ Tree and Woodland Officers regarding assisting in the investigation of insurance claims within the specified timescales.
6. Liaise with other Council departments and determine their tree maintenance requirements and ensure that they are met within the overall budget allocated.
7. Assist with the evaluation and presentation of statistics and performance indicators related to service delivery.
8. Undertake compliance activity ranging from advising members of the public through to enforcement action.

**Team Service Description:**

Green Sefton provides our communities with a clean, green borough (including parks and greenspaces, trees and woodlands, play and recreational facilities, and our coast and countryside, which include specially protected sites) to the benefit of residents, visitors, investors, and nature.

The Community and Resources team focuses on the interactions this service has with the public both as users of services and volunteers. It encourages positive use and discourages abuse. It manages trees and woodland across the borough, as well as sports and recreation users, and the commercial elements of the overall service. It measures performance of the service via quality and benchmarking awards. It is also the central point for business support and administration.

Supported by the Development Team it identifies, develops and delivers strategies and plans which lead to improvements to green infrastructure to contribute to the service outcomes and vision above. It delivers continuous improvement to develop the most effective, efficient and customer focused service including development of commercial opportunities relating to the use of its assets.

**To Deliver the following Outcomes:**

* To manage a safe, healthy and varied tree, woodland and forestry stock to contribute to the green infrastructure of the borough and the wider aims of the service
* Increase community involvement that supports our outcomes
* Increase the financial returns on our assets
* Support the management and development of our green infrastructure to deliver benefits for people, place and nature

# Linkages:

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within the Green Infrastructure Service, other corporate departments, outside agencies and partners and members of the public. Some of the critical relationships for your post include:

* Customers
* Community
* Councillors
* The Mersey Forest
* Natural England
* Contractors
* Highways

This does not represent an exhaustive list.

**Qualifications and Experience:**

See Person Specification

**Organisation Chart:**

See attached.

# Special Conditions:

Working weekends, evenings and Bank Holidays may be a requirement of this role.

Attendance at evening meetings of the Council’s Committees and Resident or Interest Group meetings may be a feature of this post.

The postholder must be prepared to attend emergencies, out of hours, and in adverse weather conditions.

The postholder must be able to undertake site work in difficult terrain.

Lone working may be a feature of this role.

A flexi time and time in lieu system is in place to accommodate out of hours working.

A casual car user’s allowance is available. The postholder must hold a current driving licence.

**General:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared By**: Rachel Northover

**Designation:** Green Sefton Community & Resources Manager

**Date:** 30th June 2023

**Updated by** Judith Burgess

**Date:** 19th January 2024

PERSON SPECIFICATION

**Post:**  Assistant Tree and Woodland Officer **Post No.**

**Department:** Green Sefton **Team:** Tree and Woodland

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| Personal Attributes Required  (considerations) | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING**  Business Management Qualification to Level 4 or equivalent  Literate and Numerate  European Computer Driving License or equivalent  NVQ in Arboriculture or equivalent | (E)  (E)  (D)  (E) | AF/C  AF/C  AF/C  AF/C |
| **EXPERIENCE**  Experience of tree survey techniques and the preparation of work programme  Experience of working within a Local Authority tree management service  Experience of urban tree management.  Experience of Visual Tree Inspections and prioritisation of risk to the public  Experience of working with the public, contractors and voluntary agencies  Experience of general office administration procedure and working practices  Data management and the production of reports | (D)  (D)  (E)  (E)  (E)  (E)  (E) | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **KNOWLEDGE/SKILLS/APTITUDES**  High standard of literacy and numeracy  Good standard of presentation skills and confidence to represent the Service  Ability to communicate at all levels  Ability to compile technical reports and management plans  Ability to organise workloads and work on initiative  A good understanding of health and safety procedures and working practices  Computing and keyboard skills | (E)  (E)  (E)  (E)  (E)  (D)  (E) | AF/I  AF/I/T/P  AF/I/P  AF/I/T  AF/I  AF/I/T  AF/I |
| **SPECIAL REQUIREMENTS**  Able to undertake site work where terrain might be difficult.  Driving licence | (E)  (E) | AF/I  AF/I |

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| Prepared by: Judith Burgess | AF | = Application Form |
| Moderation: May 2018 | C | = Certificate |
| Updated by: Judith Burgess | I | = Interview |
| Date: Jan 2024 | T | = Test |
|  | P | = Presentation |