

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Senior Arborist

Present Grade: Scale 6 Dept: Environment and Communities Department

Service/Section/Team: Urban Greenspaces / In House Tree Team_____

Reports to (title): Arborist Team Supervisor

Purpose of the Role:

To work with Enfield Council and its stakeholders (contractors, partners and users) to ensure the parks and other open spaces throughout the Borough are attractive, clean, safe and welcoming at all times.

The Senior Arborist will be part of the In-House Tree Team. They will work in a small team of arborists to carry arboriculture works primarily within Parks and Open spaces.

The Arborist will also undertake arboriculture works to trees on corporate owned land, Housing, Highway and privately-owned land according to work levels and priorities.

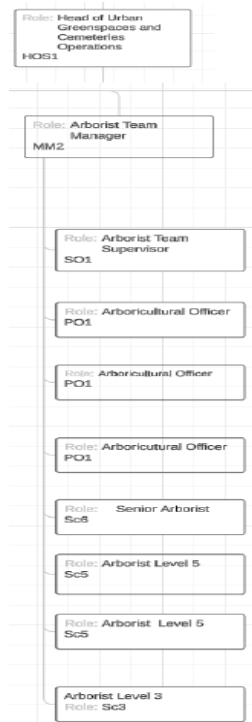
The arboricultural industry has a strong safety focus, and you will ensure works are carried out to all relevant arboricultural best practises and legal requirements.

Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:

None.

2. Structure Chart:



3. Number of direct reports:

As a scale 6 Senior Arborist you will be responsible for supervising up to 3 staff with an addition of up to 2 apprentices at any one time. Also, in the absence of the tree team supervisor you will be responsible for deputising as and when required.

4. Nature of reporting relationship between post holder and line manager:

The post holder will work with minimal direct supervision, as a scale 5 you will work closely with the team and the Supervisor to be compliant with industry best standards Health and Safety legislation.

The post holder will liaise regularly with the Arborist Team Supervisor and the Arboricultural Officers in order to keep them apprised in a timely manner of the progress and the development of work programmes and to discuss complex issues.

5. Any other relevant statistics:

The post holder will be required to respond quickly and effectively to frequently changing circumstances and to manage conflicting priorities.

The post holder will travel to sites with the team and be physically able to manage works instructed to the team.

Works sites may involve high risk environments and may involve working on the highway, at heights or in other hazardous environments, for which the post holder will be expected to use their specialist expertise to ensure the safety of themselves and others.

The post holder is to implement systems and procedures to ensure that appropriate level of quality is achieved throughout all stages of the projects that the post holder is responsible for.

The post holder may be required to make decisions under pressure and to deal with any potential conflicts that may arise.

Key Accountabilities:

Accountabilities	Percentage of Time (%)
1. To be skilled in the principles and practices of all arboricultural operations, for example planting, root pruning, pruning operations (crown thinning and reducing), dismantling operations, rigging and lowering operations, felling, stump removal, training, pest and disease control.	15%
2. To be skilled in the use and maintenance of all hand tools and associated equipment used in arboricultural operations to include hand saws, rigging equipment, ropes and ladders.	15%
3. To be skilled in the use and maintenance of all powered tools used in arboricultural operations, to include chain saws, hedge trimmers, pole saws, winches, wood chippers, stump grinders and MEWP's	15%
4. To be competent to work on trees of an unlimited height and size.	15%
5. To comply with all relevant Council policies and guidelines, to include health and safety, code of conduct, etc	10%
6. To undertake appropriate training as required keeping up to date with current legislation.	10%
7. To participate in delivering a professional services throughout the year.	5%
8. To undertake 'on the job' training of Assistant Arborists and or Apprentices to meet the needs of the service, record all details of training.	5%
9. To undertake all arboricultural operations on corporate sites that you are instructed to work on, to include cordoning off work areas.	5%
10. To work annualised hours as required.	5%
11. To work wherever your line manager determines and to undertake any reasonable duties to fulfil the purpose of this job	
12. To deal politely and courteously with all staff, stakeholders and users	
13. To be available to provide emergency cover 24 hours a day during extreme severe weather conditions where required.	
14. To undertake any other duties considered reasonable that are commensurate with the responsibilities of the post.	
15. Carry out all accountabilities in compliance with the Council's Policies and Procedures	

Key Relationships (Internal and External):

Internal:

The post holder will have regular contact with the Arborist Team Supervisor and Arboricultural Officers.

To negotiate at a professional level with staff from other support groups within the Council such as Parks.

To advise and negotiate with staff across the Council, eg client groups, professional and technical partners, co-members of working groups etc.

External:

To provide support guidance and advice to members of the public if approached during work procedures relating to Arboricultural works.

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

PERSON SPECIFICATION

Job Title: Senior Arborist

Grade: Scale 5

Department: Redevelopment and Environmental Works

Team: In House Tree Team

KNOWLEDGE, SKILLS & ABILITIES		HOW TESTED Application – A Test – T Interview – I
Job Specifics – Skills, Experience The information you provide in this section will be used in the recruitment application process to assess the suitability of job applicants. Essential: • Qualified and experienced to carry out chainsaw maintenance i.e. CS30.1 - Chainsaw Maintenance • Qualified and experienced to use small chainsaw to cross-cut and stack timber i.e. CS30.2 - Cross-cut and stack small diameter using chainsaw • Qualified and experienced in felling and processing small trees i.e. CS31 – Fell and Process small trees • Qualified and experienced to perform aerial rescues i.e. CS38 - Climb Trees and Perform Aerial Rescue • Qualified and experienced in use of a chainsaw from a rope and harness at height i.e. CS39 – Use a chainsaw from rope and harness. Minimum 3 years’ experience. • Ability to interpret and apply relevant legislation, codes of practice and procedures relating to the management of trees. • Full Driving Licence Desirable: • First aid • Lantra/City & Guilds – Stump Grinding operations • Lantra/City & Guilds – Wood Chipper operations • MEWP & Chainsaw use in MEWP • City & Guilds - Street works Signing Lighting and Guarding • PA1 & PA6 Safe Use of Pesticides		A/T/I A/T/I

Competencies*: 1. You work in partnership to focus on common customer goals to achieve success for the customer. 2. You believe in yourself and have the confidence in your own capabilities to overcome challenges. 3. You deliver results and have a can do approach. 4. You manage your emotions and behaviour and can keep disruptive emotions in check, even when provoked or faced with a difficult situation. 5. You embrace change, act as role model for others, thinking and demonstrating change as a positive. 6. You work with the team and provide support to colleagues to implement change and to improve the service, acknowledging differences in opinion.	A/T/I
Knowledge* 1. Proven knowledge and experience in working as part of a Tree Surgery team within Public locations within corporate ownership. 2. Specialist experience in undertaking Arboricultural management works reading and understanding specifications reading maps, have an understanding of legislation relevant to the post and works i.e. Wildlife and Countryside Act 1981 etc.	A/T/I
Qualification(s)* 1. Relevant technical qualification in arboricultural works and management, or a related discipline (or to be able to demonstrate an equivalent level of knowledge and expertise).	A/T/I
Other Special Requirements* 1. 2.	

Management Information: *If you want specific knowledge assessed to determine the suitability of a job applicant, or a specific qualification is required for the postholder to undertake the job role, or there is a special requirement that needs to be assessed, you must also include these requirements in the Job Specifics – Skills, Experience and Competencies section. HR will use a competency assessment tool to ensure that individuals matched to jobs under the Redeployment process (or shortlisted & you choose to assess candidates using a competency assessment tool e.g Facet 5 psychometric assessment) achieve the highest ratings for your ranked competencies. Those candidates that require development in some areas will be discussed with you.

