

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Arboriculture Surveyor / Officer	Grade: 7	
Directorate: Operational Services	Service: Operations - Streetscene	
Post No: TBC	JE Ref: A312	Date of Issue: December 2022
Responsible to: Arboriculture Manager		

Main Purpose of Job

To assist the Arboriculture Manager in delivering arboriculture services delivery within the Borough of Newcastle under Lyme in accordance with Council policies, procedures and resources

To assist in managing an integrated tree inspection and management programme providing advice and guidance on issues relating to trees, insurance claims and management reports for the councils tree stock.

Main Tasks/Duties/Responsibilities

1. Assist the Arboriculture Manager to identify, prioritise, plan and organise works using relevant data and systems in accordance with current legislation, standards, specifications, conditions of contract and codes of practice.
2. Assist in representing the Councils views and policies by providing advice and guidance. Communicate with all necessary external organisations and other services within the council to ensure that there is effective consideration to the needs of the community and other stakeholders in relation to arboriculture work activity
3. To assist the Arboriculture Manager to interpret and implement all relevant legal procedures and regulations pertaining to trees; including the Town and Country Planning Act 1990 (specifically the Town and Country Planning (Trees) (England) Regulations 2021 and any other applicable statutory provisions and Council policies to protect the interests of the Council, the environment and the integrity of Public open space and the rights and safety of residents and visitors to the borough.
4. To assist in ensuring compliance with the Health and Safety at Work Act 1974 and Occupiers Liability Act 1957 to ensure that all work is undertaken in accordance with relevant Health and Safety legislation in order to reduce risk to the council and residents and visitors.
5. To assist the Arboriculture Manager in the delivery of tree services including the identification and provision of specialist tree management software, contracted tree surveyors / contractors and tree cutting operations.
6. Assist in identifying and prioritising tree inspection routes, budget management,

prepare and produce plans, raising works orders and approval of invoices for payment. Assist in managing council contractors ensuring compliance with their contractual requirements, ensure disputes are resolved quickly and that the interests of the Council are protected and works are completed safely and within the agreed timescales and budget.

7. To assist in ensuring the councils Arboriculture Team is operating to high operational safety standards identifying all necessary training and skills development and develop and maintain training plans, programming and procuring training to ensure high standards of safety and expertise.
8. To work with the Arboriculture Manager to ensure the councils Arboriculture Teams equipment meets legal requirements and is regularly inspected and replaced to ensure industry good practice and compliance to include LOLER and HSE requirements. Prepare plans, working drawings and documents for tree operations to be undertaken
9. Resolve contentious issues and matters raised by individuals, organisations, other public and private sector bodies, elected Members etc. Represent the service to explain the councils policies, proposals, objectives and actions.
10. To systematically and responsively undertake / ensure safety surveys of all trees within Parks and Green Spaces sites, Cemeteries and Closed Churchyards, Allotments, Country Parks and other sites within the Borough as required.
11. Working to the Arboriculture Manager respond to service requests for tree / tree related activity including site visits and liaising with members of the public and providing advice when appropriate
12. To assist in analysing information from various sources and prepare observations and submissions and to represent the Council in insurance claims, compile technical reports and contribute to committee reports.
13. To liaise with external companies wanting to undertake tree related work to land in the ownership of the council and to agree advantageous specifications, reduce environmental impact and ensure compliance with Council policies and procedures.
14. To attend occasional meetings outside normal working hours i.e. evenings, weekends.
15. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
16. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.

Occasional Tasks/Duties/Responsibilities

1. To assist in researching, identifying and recommending an appropriate tree management system to aid an effective, programmed arboriculture management to limit risk.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
4. To maintain awareness of risks and feed these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act.)

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.