

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Arboricultural Surveyor / Officer

Grade: 7

Post Ref: TBC

Date: December 2022

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE	HOW ASSESSED
(1) Relevant Experience	<p>Five years experience in Arboriculture work, including on site surveying and prioritisation of any necessary works.</p> <p>Assisting with the management of external providers ensuring their compliance with specifications and work orders</p> <p>Working successfully in developing and issuing internal and external work orders</p> <p>Ability to assess arboriculture equipment to required safety standards</p> <p>Experience of engaging with external contractors in relation to Arboriculture activity to ensure work programme delivery.</p>	<p>Application Form/ Interview/</p> <p>Interview.</p>	<p>Experience of working within a Streetscene, Parks Management environment</p>	<p>Application form/interview.</p> <p>Application form/interview.</p>

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE	HOW ASSESSED
(2) Formal Academic Qualifications	<p>QTRA risk assessment qualified</p> <p>Level 3 in CMI Management or equivalent</p> <p>Ability and existing experience to progress to LOLER qualified assessor</p> <p>Significant relevant experience and willingness to be a member of the relevant professional body.</p> <p>Level 3 Qualification in Arboriculture surveying / willingness to obtain level 3 qualification in Arboriculture surveying or related</p>	Application form/certificate.	Practical experience, application and ability to undertake LOLER inspections and recommend outcomes for climbing and associated equipment	<p>Application form/certificate(s)</p> <p>Interview</p>
(3) Vocational Qualifications and Training	Current valid driving licence	Production of licence.		<p>Application form/certificate(s).</p> <p>Interview.</p>
(4) Specialist Knowledge	<p>Up to date knowledge of legislation, guidance, best practice, national and local standards, techniques and technical procedures in relation to the work area.</p> <p>.</p>	Application Form/Interview.		

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(5) Job Related Skills and Abilities	<p>Self-motivated with a positive can-do approach.</p> <p>Receptive to new ideas and able to implement them.</p> <p>Good analytical and communication skills (written and oral).</p> <p>Proven experience of effective cross service and partnership working</p> <p>Able to positively contribute within a team environment</p> <p>Confidence and diplomacy.</p> <p>Ability to think innovatively and work under pressure.</p> <p>Ability to understand differing needs of customers and respond accordingly</p> <p>Ability to reach locations across the Borough effectively.</p> <p>Able to work at short notice and adopt a flexible working pattern, including evening meetings, and possess successful coping techniques for work related stress.</p> <p>Full UK/EU Driving Licence and supply own vehicle for work use</p>	<p>Application Form/Interview.</p> <p>Application Form/Interview.</p> <p>Application Form/Interview.</p> <p>Application Form/Interview.</p> <p>Application Form/Interview.</p> <p>Application Form/Interview.</p> <p>Application Form/Interview.</p> <p>Application Form/Interview.</p> <p>Application Form/Interview.</p> <p>Application Form/Interview.</p>		

(6) Core Competencies	DEFINITION	HOW ASSESSED	LEVEL OF COMPETENCY
<i>Planning and Organising</i>	<p>1. Has the ability to organise own time effectively and creates own work schedules, prioritises, prepares in advance and sets realistic timescales.</p> <p>2. Accepts constructive feedback and makes adjustments accordingly.</p> <p>3. Shows an awareness of how their actions affect others.</p> <p>5. Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level headed under pressure.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>	<p>Level 2</p> <p>Level 2</p> <p>Level 2</p>
<i>Continuous Improvement</i>	<p>6. Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.</p> <p>7. Awareness of own shortfalls and takes charge of personal development to keep skills up-to-date whilst developing knowledge within a particular area through learning.</p>	<p>Interview</p> <p>Interview</p>	<p>Level 2</p> <p>Level 2</p>
<i>Job Knowledge</i>	<p>10. Is well informed and educated in performing to the level expected for the job.</p>	<p>Interview</p>	<p>Level 2</p>

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<i>Communication</i>	<p>12. Communicates information clearly, accurately, positively and in a timely manner.</p> <p>13. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.</p> <p>14. Demonstrates required skill in all forms of written, oral and technological communication.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>		<p>Level 2</p> <p>Level 2</p> <p>Level 2</p>
<i>Customer Service and Support</i>	<p>17. Provides excellent service to external / internal customers by focusing on understanding and meeting customer needs.</p> <p>19. Treats diverse range of customers with respect and understanding.</p>	<p>Interview</p> <p>Interview</p>		<p>Level 2</p> <p>Level 2</p>
<i>Leadership/ Management</i>	<p>25. Provides effective leadership and values to the team, passing on own skills and knowledge where possible, by using an effective coaching style.</p> <p>29. Has the ability to negotiate and influence others to obtain a 'win win' solution.</p> <p>32. Makes decisions confidently and quickly when necessary.</p> <p>34. Influences key stakeholders and partners to contribute to the Authority's objectives</p> <p>35. Is aware of risk and uses this knowledge when making decisions.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>		<p>Level 2</p> <p>Level 2</p> <p>Level 2</p> <p>Level 2</p> <p>Level 2</p>

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<i>Strategic Thinking</i>	Takes an overview and identifies patterns, terms and long term possibilities	Interviews		Level 2
<i>Change Management</i>	<p>41 Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibility.</p> <p>43. Helps others to understand what steps they need to take to implement a change situation.</p> <p>44. Demonstrates a continuous positive attitude whilst embracing change initiatives.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>		<p>Level 2</p> <p>Level 2</p> <p>Level 2</p>
<i>Treating People Fairly</i>	53. Has the ability to demonstrate through behaviour and language, commitment to the council's Equal Opportunities Policy, both within the workplace and in service provision.	Interview		Level 1