Tree Officer
£33,437 - £41,025
Kings Heath Park House
Permanent
Working 36.5 hours per week

Birmingham Parks Service is looking to recruit a suitably qualified, experienced, and dynamic individual to complement and complete the existing team of Tree Officers.

With a proven background in arboriculture you will be responsible for the day to day management of trees that fall under the departments responsibility.

You will carry out tree inspections and recommend work as part of a rolling programme of risk assessment.

You will also deal with enquiries from a number of sources including MP’s, Cllr’s and members of the public.

You will possess good IT skills. A full driving licence is also essential.

For any informal enquires please email: Simon Smith, Tree Manager, at simon.smith@birmingham.gov.uk

Ref: PL2112017

Closing date: 31 July 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: Tree Officer
DIRECTORATE: Place

GRADE: GR5
DIVISION: Parks & Nature Conservation

JOB NO: SECTION: Trees & Recycling

JOB PURPOSE:

To provide the Directorate with a specialist service relating to arboriculture work, with a particular responsibility for the supervision of the Council’s tree contracts.

In addition, to offer advice and support to Council Departments/Directorates, Schools, members of the public, businesses and volunteer groups in relation to Tree planting and maintenance.

To promote the benefits of urban trees.

DUTIES AND RESPONSIBILITIES:

1. Quality Control – ensure that all tree work is carried out to the standard required in the job specification, involving regular on-site inspection.

2. Specify and raise variation orders, rectification notices and issue penalty points, as necessary.

3. Take budgetary responsibility for tree maintenance.

4. Deal with all enquiries, complaints and problems relating to trees.

5. Take all reasonable measures to ensure the Health and Safety of all employees, Service Providers staff and the public, including the management, control and supervision of staff and contractors and actively promote safe working practices and methods in compliance with Safety Policies. To ensure that Service Providers work complies fully with the specification and is completed in a safe and competent manner.

6. To regularly check service providers training records, method statements and risk assessments to ensure service providers are working in a safe and competent manner.

7. Maintain a close liaison with Constituency Parks Managers, PHPOs, the Tree Service Providers and all Council Department Client Officers.

8. Attend weekly liaison meetings with the Service Providers.

9. Ensure an efficient and effective call-out service is in operation.

10. Maintain tree records for all tree work and provide statistical information relative to the job purpose, in accordance with the quality system. This will involve use of an electronic data system.
11. Produce tree maintenance and planting programmes.

12. Produce arboricultural work specifications and cost estimates.

13. Carry out tree surveys and risk assessments of trees and provide professional advice on arboricultural matters.

14. Advise upon, promote and encourage tree planting and maintenance by schools, the general public, partner agencies and local businesses in support of the Councils’ Tree Policy.

15. Carry out such other associated duties as may from time to time incidentally arise, develop, or be assigned.

RELATIONSHIPS:

(i) Accountable to: Tree and Recycling Manager

(ii) Key officers reporting to the post:

PHYSICAL CONDITIONS:

i) Hours: 36.50 hours per week

ii) Workplace:

CONTACTS:

OTHER DETAILS:

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

Birmingham City Council will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age (up to 65).

It is the intention of the City Council that its workforce, at all levels, should reflect the composition of the City’s population. To achieve this the Council will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.
**ENVIRONMENT AND CULTURE DIRECTORATE**

**PERSON SPECIFICATION**

**JOB TITLE:** Tree Officer  
**GRADE:** GR5  

**DIVISION:** Leisure & Support Services  
**SECTION:** Parks Services (Parks and Nature Conservation)

Method of Assessment (M.O.A.)
A.F. = Application Form;  I = Interview;  T = Test;  P = Presentation

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<th>CRITERIA</th>
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| **EXPERIENCE**  
(Relevant work and other experience) | Experience of performance management, applying targets, monitoring and reporting progress | AF & I |
| | Practical experience in arboriculture with a Local Authority. | AF & I |
| **SKILLS AND ABILITIES**  
(e.g. written communication skills, dealing with the public) | Effective organisational and administrative skills using both manual and computer based systems, including electronic databases and web pages. | AF & I |
| | Positive communication and networking skills with the ability to manage own workload and work without direct supervision. | AF & I |
| | Ability to respond to enquiries and Councillor needs in a professional and friendly manner. | AF & I |
| | Ability to prepare and present written reports and statistical information | AF & I |
| | Knowledge of Health and Safety Procedures | AF & I |
| | Able to work in highly pressured environment, manage emergency situations. | AF & I |
| | Ability to relate practical arboricultural experience to management of service. | AF & I |
| | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 | I |
| **TRAINING** | A commitment to personal development and a positive attitude to continuing professional development, personal learning and training. | AF & I |
| **EDUCATION/QUALIFICATIONS**  
(NB Full regard must be) | A level 3 qualification in Arboriculture or relevant work base experience | AF & I |
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<td>Prepared for unsociable hours, weekend/bank holiday work.</td>
<td>Demonstrate an understanding and awareness of equal opportunities and how to promote with sensitivity and empathy.</td>
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<td>Must have a flexible approach to work.</td>
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<td>Full Driving Licence</td>
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ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY

COMPILED BY: Simon Smith                          DATE: July 2017