

ROLE PROFILE



Role profile		
Title	Tree Officer	
Grade	GRADE E	
Reference:	N332	
Reports to:	Senior Tree Officer	
Work style Definition	Mobile worker	
Job Type	Semi Professional	
Primary purpose of role	To assist in the provision of a professional arboriculture service to maintain Plymouth City Council's tree stock.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Undertake site visits and tree surveys and maintain records to ensure that information is held accurately. (40%) ▪ To assist the arborist team to care for and maintain PCC's tree stock. (20%) ▪ To ensure compliance with Health & Safety and other policies and procedures pertinent to the role are carried out. (10%) ▪ Engage with all relevant stakeholders on behalf of the Council to ensure tree works are in line with Council policy. (10%) ▪ Provide professional recommendations and advice to Council Officers and when required, represent the Council both in the Council and externally. (10%) ▪ Ensure compliance with statutory legal obligations, safety requirements and Council Policies in relation to trees. (10%) 	Role measures <ul style="list-style-type: none"> ▪ Customer satisfaction with the arboriculture service ▪ Teams are performance managed and aligns with specific task-related outcomes to ensure the council's priorities and statutory obligations are met. ▪ Work to secure the preservation and sustainable management of the borough's trees and landscape. ▪ No reportable accidents in the work place ▪ Risk assessments are in line with working practices and best practice. ▪ Develop, implement and review the Council's Tree Policy. ▪ All tree issues are dealt with in a timely manner in accordance with Council Policy.



Plymouth City Council is committed to providing access, adaptations and alternatives wherever possible, to enable people with disabilities to fulfil the criteria for and to carry out role duties.

Key activities	<ul style="list-style-type: none"> ▪ To provide an arboricultural inspection and advisory service in respect of trees on Council owned land. (30%) ▪ Provide professional arboricultural advice to the Service Managers and Head of Service relating to trees. (20%) ▪ Ensure compliance with statutory legal obligations, safety requirements and Council Policies in relation to trees. (10%) ▪ Specify tree management techniques and work following Health and Safety legislation, ensuring the general public are not at risk. (20%) ▪ Assist with the day-to-day maintenance of nature reserves and woodlands owned by Plymouth City Council. (10%) ▪ Raise work orders, monitor and inspect finished work. (10%) ▪ Ensure customer standards are adhered to at all times. ▪ Carry out other duties appropriate to the grade of the post. 	
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ NCH in Arboriculture or equivalent qualification ▪ 2 GCSE (Grade C or above) in English and Maths or equivalent ▪ Knowledge of Health and Safety pertinent to the role ▪ Full driving licence. 	
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Knowledge of identifying works, inspecting trees and ordering works ▪ Qualified to the national proficiency standard in tree climbing ▪ Experience of assessing trees ▪ Membership of a relevant professional body such as Arboricultural Association, International Society of Arboriculture or Landscape Institute. 	
Essential experience	<ul style="list-style-type: none"> ▪ Grounds maintenance experience ▪ Experience of working as part of a team ▪ Ability to manage a team to secure agreed outcomes through a performance management approach ▪ Undertaking routine tree inspections and recording and recommending tree work based on findings. 	
Desirable experience	<ul style="list-style-type: none"> ▪ Ability and experience to provide guidance in tree related matters ▪ Working for a large organisation or local authority. 	
Essential skills	<ul style="list-style-type: none"> ▪ Basic numeracy and literacy skills ▪ Ability to solve straightforward problems when assessing trees with regard to safety issues, this includes environmental factors, neighbouring properties and queries from members of the public ▪ Communication skills required while exchanging varied information orally and in writing ▪ Organisation skills to enable priorities to be completed on time ▪ Advisory skills used to advise on condition of trees ▪ Precision skills required when carrying out aerial tree inspections weekly, this involves being able to safely climb trees up to 100ft high ▪ Keyboard and ICT skills required to send and receive emails, for keeping records, 	

	updating spreadsheets and databases.
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Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.