**Job Description**

**Post Title Arboricultural Officer**

**Role Profile** \_Specialist Band G

**Service/Team** \_Environment

**Reports to** \_Senior Arboriculture Officer

**Responsible for** \_

**Number of posts** \_4

**Post number** \_

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** assisting the Arboriculture Team with the management of tree stock, maintained by BCP Council, that helps to make the tree stock of BCP Council safe and an integral part of the urban environment.

**Job Overview**

Under the general direction of the Arboriculture Manager, manage the tree stock within a designated geographical area, whilst also being prepared to assist in other geographical areas, when required, ensuring an effective and efficient service.

**Key Responsibilities**

* Carry out visual tree assessments and update records on the Council’s tree management software as part of the tree risk management programme.
* Produce work orders and liaise with contractors in respect of tree works and other related activities. Monitor the quality and performance of the contractor and ensure compliance with Health & Safety legislation as it applies to contractors.
* Ensure that complaints/enquiries allocated to the Arboriculture Team are actioned in a professional, prompt, customer friendly manner within Council guidelines. Actively promote links between BCP Council and local communities.
* Provide technical advice, guidance and reports to staff within the service unit, to other service units including reports to the Council’s Insurer on arboricultural matters, local authorities and external bodies as required. Prepare arboricultural method statements in relation to planning applications and other projects.
* Provide coaching to the Trainee Arboricultural Assistant in line with strategic objectives to support their professional development.
* Assist in the delivery of the annual tree planting programme.
* Be aware of the Council’s Equality & Diversity Policy, be inclusive and avoid discrimination.

**Specific Qualifications and Experience**

* Level 3 arboricultural qualification or equivalent
* Previous experience of arboriculture / tree surgery within a public sector or private sector environment.

 **Personal Qualities & Attributes**

* Competent in IT usage
* Good communication skills both written and verbal
* Good organisational skills
* Willing to undertake training
* Positive attitudes to the Council’s priorities and values and the way it operates.
* Strong commitment to local democracy and the delivery of high quality services.
* A concern and willingness to deal with public accountability, external inspection and public scrutiny.
* Demonstrate and expect high standards of honesty and integrity.

 **Job Requirements**

* Participate in the managers’ weekend duty rota and respond to emergency situations outside of normal working hours.
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.