## ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## Job Accountabilities

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| **Job Title:**  Arboricultural Inspector | Job number: **Grade/Salary Range:**  Grade 7 Gateway £39,225 - £45,665 |
| **Directorate:**  Place | **Service/Team:**  Planning - Tree Team |
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| JOB PURPOSE | |
| As a member of the Tree Team to undertake proactive inspections of the Borough’s tree stock, ensuring compliance with legal obligations and achieve service objectives within the framework of the Tree and Woodland Strategy.  To provide arboricultural advice to Highways, Parks and Countryside, Residents, Councillors, and other internal service units. | |

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| POSITION WITHIN SERVICE STRUCTURE | |
| Assistant Director of Planning  Arboricultural Coordinator  TREE TEAM  Arboricultural Inspector  Arboricultural Officer x 2  Technical Officer  Contract and Data Management Officer | |
| **JOB ACCOUNTABILITIES** | |
| **Service delivery accountabilities**  To undertake the cyclical inspection of trees on the public highway, in parks and cemeteries, utilising tree database systems (Confirm Demand *desktop* and Confirm Connect *tablet*, QGIS) to manage these trees.  Follow methodology for Visual Tree Inspections, including assessment of condition, hazard potential and sustainability and make recommendations for works where appropriate, raising jobs via Schedule of Rates, in line with the Arboricultural Services Framework, industry standards and nationally accepted arboricultural best practice.  Assist with the issuing of works to contractors mainly via Confirm, and the checking and enforcement of works, in line with the Arboricultural Services Framework.  To maintain professional working relationships with contractors, occasionally supervising arboricultural works to ensure operational standards, adherence to specification and work quality are met and to address potential non-compliance issues.  To identify potential locations for tree planting.  Provide arboricultural support to other council services, advice to Councillors, members of the public and external organisations.  Keep up to date with new advances in arboriculture, attending relevant conferences, seminars and maintain continuous professional development.  **Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook, these include**:   * Corporate management * Information governance compliance * Whistleblowing * General Safeguarding Statement * Project and work management * Working in a team * Risk management including Health & Safety * Business continuity * Equality of Opportunity * Our corporate values * Budget management * Specific responsibilities for managers.   The handbook can be viewed [here](https://www.rbwm.gov.uk/media/2074/download/).  Local operating procedures and specific activities/tasks will be supplied by the service. | |
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Person specification

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| Key Criteria | Essential | Desirable | How assessed |
| Qualifications and training | National Diploma in Arboriculture or  AA Technicians Certificate in Arboriculture  (or post 2011 QFC equivalent) or  Advanced National Certificate  Professional Tree Inspection Award - LANTRA  Associate Member of the Arboricultural Association. | Higher National Certificate/Diploma in Arboriculture or Degree in Arboriculture or  Professional Diploma in Arboriculture (R.F.S.) (or post 2011 QCF equivalent).  Professional Member of the Arboricultural Association and/or Associate Member of the Institute of Chartered Foresters. | Interview and application form |
| Job  Competence summary  (knowledge, skills, abilities, experience) | Previous experience in arboriculture within the public and private sectors  Good working knowledge of all Acts and Regulations that have an implication for tree management and planning.  Excellent communication skills both written and verbal.  Ability to set goals and deadlines.  Computer literate.  Conversant with arboricultural best practice.  Good organisational and administrative skills. | Experience in working with GIS and data capture systems.  Experience of Confirm and Uniform software.  Keyboard skills. | Interview and application form |
| Other requirements  (eg. unsocial hours working, driving licence, fit to drive Council vehicle etc) | Flexible approach to hours.  Driving licence and use of vehicle for travel. |  |  |
| Politically restricted post  No |  |  |  |
| DBS check  No |  |  |  |
| This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council’s English language fluency standard applies. | The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time. |  | The competent answering of interview questions in English. |