

Job Description: Tree Inspector

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Tree Inspector
Service:	Environmental Services
Team:	Parks and Countryside
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Tree Officer
Responsible for:	Implementing the Councils Tree and Woodland Policy by undertaking tree risk inspections and organising associated works as directed by the Councils Tree Officer.
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
PRINCIPAL PURPOSE OF THE ROLE	
To assist the Tree Officer in the management of all Council owned trees in accordance with the Council's Tree and Woodland Policy	
MAIN DUTIES AND ACCOUNTABILITIES	
<ul style="list-style-type: none"> To inspect trees in a systematic and programmed manner, on sites in Council ownership (parks, recreation grounds, open spaces, cemeteries, countryside sites, housing estates and Tenants gardens) or other areas of land as specified To record survey details on the Council's GIS (Arbortrack) system and ensure those records are accurate and up to date. 	

- To specify remedial tree work in response to survey findings, seeking quotations for works and placing orders with Arboricultural contractors in line with the Council's Contract Procurement Rules
- To monitor the progress of appointed contractors to ensure compliance with instructions and check work is completed satisfactorily to the required standards
- Deliver excellent service to all customers in line with Council service standards
- To carry out any other duty as commensurate with the level of the post

Business Continuity

- To assist in providing the services business continuity plan when required

Health and Safety

- Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed, and monitored as required.

DIMENSIONS OF THE ROLE

- Enquiries: 15 per week
- Projects ongoing at any one time: 5
- Tree Inspections: on average 2 to 3 days per week

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Ability to identify tree defects and their potential impact on their surroundings and to address these in accordance with the Council's Duty of Care and Tree Risk Management approach as contained in the Tree and Woodland Policy
- Ability to make general management decisions about the suitability of otherwise healthy trees in relation to their position/location also having regard to long term cost implications.
- Able to specify, seek quotes and instruct Tree and Woodland work and subsequent overseeing of the work of Contractors, ensuring safe methods of work.
- Controversial matters should be discussed with the Tree Officer or Tree and Woodland Officer

PLANNING/ORGANISING/CONTROLLING

- Able to plan and organise workload with minimal interaction from line manager
- Able to influence others by demonstrating effective communication in order to achieve positive outcomes

CUSTOMERS AND CONTACTS

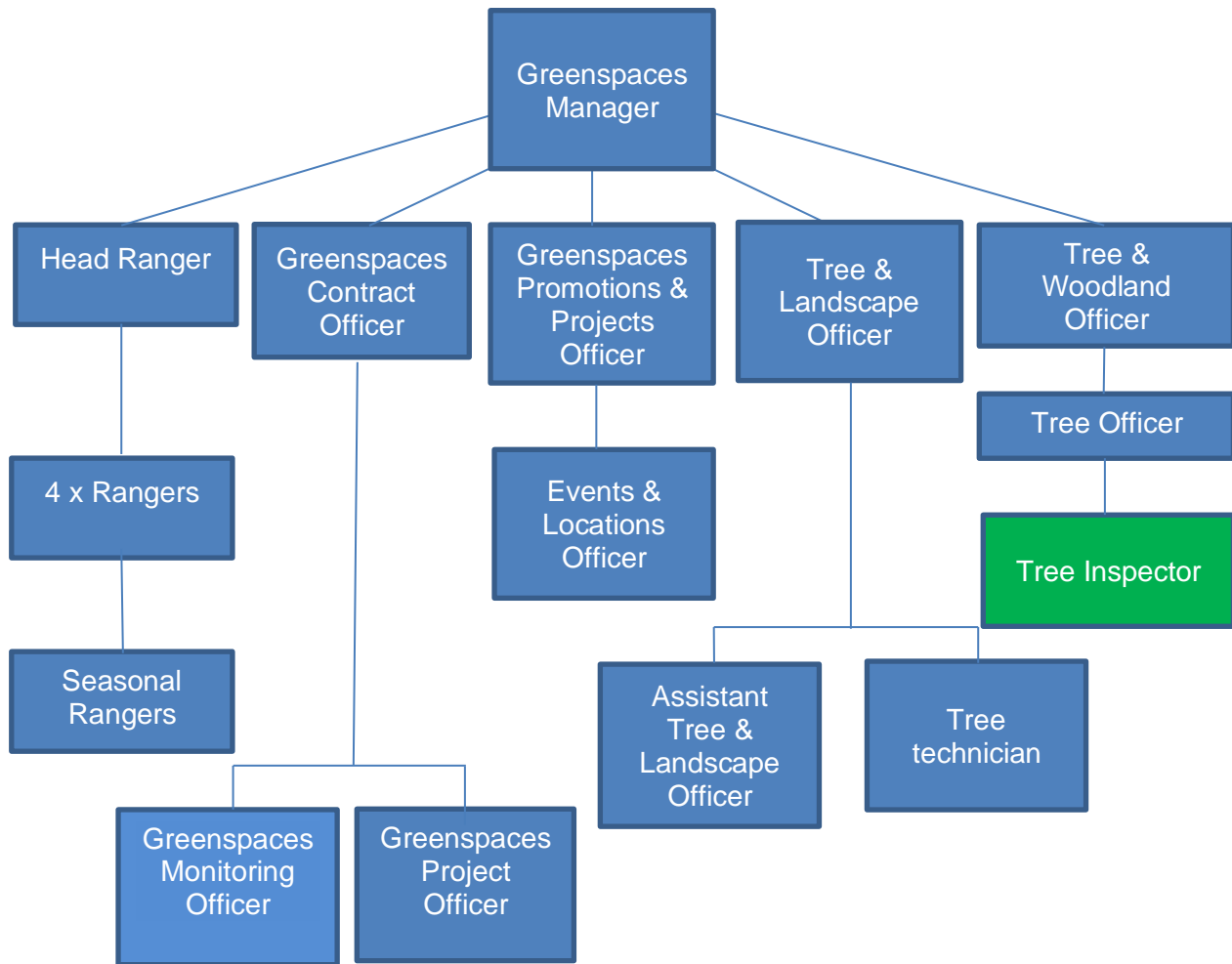
INTERNAL

- Tree Officer, Tree & Woodland Officer, Officers from Parks & Countryside, Housing, Carparks, Facilities, Leisure and Planning services. Also elected members of the Council and Portfolio Holders

EXTERNAL

- Town and Parish Councils, Clubs, Recreation Ground Committees, Council Tenants, Members of the public/site users and Contractors

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to fully demonstrate all essential criteria within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	<p>Level 2 or equivalent in Arboriculture or an equivalent working experience</p> <p>Computer use i.e. Microsoft Office, Excel, and PowerPoint etc.</p>	<p>A/C</p> <p>A/I/C</p>	Lantra Basic Tree Inspection Certificate or working towards this	A/C
KNOWLEDGE /TECHNICAL SKILLS	<p>Some experience in Arboriculture, ideally involving an element of tree inspections and tree management</p> <p>Willingness to learn and develop relevant skills</p>	<p>A/I</p> <p>A/I</p>	<p>Familiar with GIS Systems</p> <p>Familiar with modern Arboricultural practice (BS 3998 etc) and inspection methods (VTA etc)</p>	<p>A/I</p> <p>A/I</p>
COMMUNICATION	Good communication skills, verbal and written	A/I	Experience of communicating with the public and Tenants regarding tree safety and tree work issues	A/I
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment	I	Understanding the wider context of service delivery within Local Authority	A/I
TEAM WORKING	Adaptable, flexible and able to take instruction	A/I		
MANAGING SELF AND OTHERS	Able to prioritise workload	A/I	Ability to work to changing targets, and	A/I

	Able to stay calm under pressure	A/I	work un-supervised Ability to see issues from more than one point of view	A/I
CAN DO APPROACH / ACHIEVING RESULTS	Occasionally to be available for work outside normal office hours	A/I		
SPECIAL REQUIREMENTS	<p>For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet</p> <p>Full clean driving licence and have access to a car at all times</p> <p>Physically fit and able to inspect trees and woodlands in all weather conditions and a wide variety of access and ground conditions</p>	<p>A/I</p> <p>A/S/I</p> <p>A/I</p>		

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
Job title:	Tree Inspector	Post no:	
Service:	Environmental Services	JE score:	
Team:	Parks & Countryside	Pay band:	
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	1	
	Customer Service:	1	
	Team Working:	1	
	Managing Self and Others:	1	
	Can do approach/Results	1	
REVIEWED BY:		DATE:	
CHECKED IN:		DATE:	
LAST UPDATED:		DATE:	