



Job Description

Job Title:	Arboricultural Officer
Reporting to:	Head of Environmental Services
Contract:	Fixed Term, 2 Years
Hours:	37 hours per week
Location:	Based at John Coles Park
Salary:	£24,799 - £26,999 per annum - National Joint Council, Spinal Column Points 19 - 23

Primary Relationships:

- Line managed by the Head of Environmental Services.
- All employees of Chippenham Town Council and members of the Management Team.
- Members of the public, clubs and societies using John Coles Park, Monkton Park and other Town Council sites.
- Contractors and suppliers of materials.
- Members of the Town Council in accordance with the approved Protocol.

Main Purpose of Role:

To take a lead role in surveying the Council's tree stock, carrying out or commissioning work as necessary and providing professional advice to both internal clients and the public.

Main Duties and Responsibilities:

- Provide a high quality tree service to our residents, managing trees within the Council's responsibility.
- Promote the importance of trees and encouraging good practice in support of a greener environment.
- Carry out tree surveys, inspections and maps all trees within the Chippenham Town Council boundary.
- Carry out both ground works and limited tree surgery, using a range of equipment including a chainsaw and chipper.
- Apply knowledge of tree biology for effective tree maintenance.

- Develop a programme of maintenance of all the tree stock within the responsibility of Chippenham Town Council.
- Advise the Council on the appropriate shrub and planting that supports the local green environment.
- Plant shrubs and trees as necessary.
- Manage tree care and tree planting contracts.
- Write reports for engineers, solicitors and insurance companies, providing information relating to trees, for example and specifically tree root systems, damage to buildings and possible subsidence issues.
- To assist as required in the complete range of groundsmanship, horticulture and any other maintenance to meet defined standards in respect of designated sites that Chippenham Town Council are responsible for.

Special Conditions of the Post:

- To work any five days in any seven days, without enhancement except for Bank Holidays, if required to do so.
- To undertake duties at any site operated by the Town Council, to include some weekends and Bank Holidays as required.
- To be included on a chart for call outs in any emergency affecting any site under the control of the Town Council.
- To be trained to the appropriate level to assist with minor repairs of machinery and equipment.
- To be available, subject to operational requirements, to undertake any relevant training course as required.
- To be a lone worker with appropriate equipment provided including a mobile phone to be carried whilst on duty. Whilst working in the designated capacity of a 'lone worker' any 60 minute lunch-break will be on a paid basis. At all other time breaks will be on an unpaid basis.
- To undertake any other duties required by the management of the Town Council which are applicable to the grading and nature of the post and which do not change the general character of the duties or the level of responsibility entailed.
- To be an appointed key holder for facilities as required.
- The post holder will need to have use of their own car and maintain a valid driving license at all times.

Health and Safety:

- The post holder must take reasonable care for the health and safety of themselves and any other persons who may be affected by their work.

Person Specification

Aboricultural Officer	Essential	Desirable
Education, Qualifications and Knowledge		
A recognised qualification in arboriculture	✓	
Excellent working knowledge of the relevant legislation and regulations relating to trees	✓	
Arboriculture and Forestry Advanced Diploma Level 3	✓	
Relevant Chainsaw Certification in Felling and Maintenance of trees	✓	
Climbing qualification		✓
Skills and Experience		
Suitable experience in outdoor work	✓	
Experience in use of relevant machinery	✓	
Good working knowledge of small plant equipment	✓	
Full Driving Licence	✓	
Able to lift heavy weights within manual handling requirements	✓	
Dealing with customers		✓
First aid training		✓
General horticultural work, tree planting, general floral planting and maintenance	✓	
Maintenance of property, tools and equipment		✓
Personal Qualities, Behaviours and Attributes		
Good verbal and written communication skills	✓	
Well organised and able to plan	✓	
Able to deal with challenging situations using tact and diplomacy	✓	
Works well within a team	✓	
Flexible and lone working	✓	
Excellent timekeeping	✓	
Proactive	✓	
Able to prioritise tasks effectively	✓	
Must be physically fit and able to cope with manual work and the physical demands of the job	✓	

Equal Opportunities

Chippenham Town Council aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.