

Job Description & Person Specification



Job Title	Arborist
Division/Location	Waveney Norse
Reporting to	Arboricultural Manager
Weekly Hours	37
Grade/Salary	£21,748.00

Job Description
<p>The Role:</p> <p>Carrying out a full arboricultural management and maintenance service for Waveney District Council and other customers. To undertake skilled arboricultural duties relating to the tree and woodland assets of Waveney District Council, other public bodies and private individuals as required. To ensure the safe, efficient and economical completion of works, whilst meeting stated quality and safety standards and achieving performance targets.</p>
Main Responsibilities
<ul style="list-style-type: none"> To carry out tree surgery works to BS3998 using full safety & climbing equipment in an approved manner & in accordance with NPTC Certification. To deal with all stakeholders & customers in a courteous, professional & commercial manner. To ensure best business outcomes for Norse are achieved. To ensure that works are carried out effectively to achieve quality & financial objectives, always ensuring the safety of all members of staff & the public. Liaise with the Arboriculture manager on a daily basis to discuss work priorities, progress, owork-related problems. Completion & certification of Attendance sheets, work Instruction & Works Completed sheets & any other documentation in line with agreed policies & procedures. Ensure good time keeping with agreed policies & procedures. Ensure the safety of all vehicles, plant, tools & materials, & that they are in good order & fit for purpose & that associated records & documentation are kept up to date & in line with agreed policies & procedures. Identify structural defects of trees during the normal course of duties & notify the Arboriculture manager/Officer or his or her assistant of any such defects. Report accidents & incidents ensuring that all Accident Forms & associated documentation are completed accurately & promptly. Put out & collect all Road Signs in accordance with Chapter 8 of the Highways Act. Maintain all mechanical equipment, carry out daily servicing & checks. Maintain & operate woodchipper, stump grinder & MEWP, ensuring any defects are reported immediately. To ensure all climbing, PPE & lifting equipment is maintained & in good order, certified & LOLER tested – maintain & update documentation as required. To undertake tree work outside normal working hours as & when required.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

Other duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:

- Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required.
- Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards.
- Demonstrating personal commitment to the Norse Way CSR Strategy.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	NPTC Certification to CS30, CS31, CS38 & CS39.	Essential	AF/I
	NPTC Certification PA1 & PA6 or be willing to undertake training & successfully achieve entitlement within 6 months.	Desirable	AF/I
	Knowledge of modern Arboriculture practices.	Essential	AF/I
Experience	Experience in undertaking tree work in close proximity to the Highway & in confined locations.	Essential	AF/I
	Experience of working with the public.	Essential	AF/I
	Two years' experience in Arboriculture & in addition experience in working an urban environment, desirable but not essential.	Desirable	AF/I
Skills/Abilities	Knowledge of all relevant Health & Safety Acts, procedures & experience of Risk Assessments.	Essential	AF/I
	Working knowledge of the Wildlife & Countryside Act 1981 & associated requirements.	Essential	AF/I
	The ability to identify tress & diagnose injury, disease, decay & structural defects.	Essential	AF/I
	Ability to work on your own or as part of a team & make a positive contribution to the overall commercial success of the Company.	Essential	AF/I

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

	Good commercial awareness, customer focused attitudes & entrepreneurial ability.	Essential	AF/I
	Good interpersonal skills & experience of working with the public.	Essential	AF/I
	Ability to communicate well both in writing & verbally.	Essential	AF/I
Other Requirements	Full UK Driving Licence.	Essential	AF
	B & E Entitlement.	Desirable	AF

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We will focus on the delivery of high standards in all that we do.

Innovation – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

Respect – We will aim to listen and fully understand what is required of us by the people, organisations, and communities with which we work.

Trust – We will be transparent, accountable and take ownership of our responsibilities.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	