

Job description

Job title: Arboricultural Officer

Grade: Grade 11

Job evaluation reference: NE295

Job family: Natural Environment

Purpose and impact

1. The principal responsibility of this post is to assist in the day-to-day management of Dorset Council's tree stock, in compliance with the Council's Tree Policy and in doing so, assist the Council in meeting its priorities of helping to protect and enhance Dorset's environment, helping to improve the wellbeing of its residents through the maintenance and provision of tree lined streets and by helping residents stay safe by managing and maintaining highway trees.

Key responsibilities

2. To be responsible for contributing towards a database of all Dorset Council owned trees so that recommendations made by the Council's insurers are addressed and all appropriate legislation is considered.
3. To carry out tree inspections on Dorset Council owned trees in an effective and efficient manner.
4. Deal with enquiries, including emergency callouts from the public, schools and other council staff and councillors, promptly and professionally.
5. To line manage the Tree Inspectors and carry out 1:1's with them as required.
6. Liaise with the Senior Arboricultural Supervisor over works orders and provide specific site instructions where necessary.
7. Carry out and record quality control checks to ensure that all work is carried out in accordance with the relevant British Standards – BS 5837 and BS 3998.
8. Ensure that works are ordered and invoiced promptly and regularly, including obtaining quotes.
9. Provide specialist Arboricultural advice and reports to contractors, landowners and other council (internal and external) employees as required eg decay detection reports and planning consent reports.
10. Liaise with contractors, landowners and Council employees to ensure that tree works are carried out correctly and in accordance with agreed specifications. Postpone or cancel any operations that are deemed to be in breach of recommendations or legislation.
11. At all times adopt an attitude which helps to promote the good image of the Council when in contact with clients, public, agencies and other Council staff.
12. Assist with the preparation for the Arboricultural Association Approved Contractor assessment.
13. Attend site visits and other relevant meetings as required.
14. Attend on and off the job training as required.
15. In the absence of the Arboricultural Manager, deal with emergencies as required and carry out routine organisational and supervisory matters as and when required to do so.



NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

16. Reporting to: Arboriculture & Grounds Team Manager
17. Responsibility for: Direct line management responsibility for the Tree Inspectors and can on occasion be asked to oversee employees and / or contractors on specific jobs.

Other factors

18. Responsible for works van, chainsaw, laptop, tablet, mobile phone, diagnostic equipment i.e. resistograph, Picus, Fractometer, girth tape, probe, camera, Leica Disto.
19. Frequent exposure to the elements including adverse weather conditions – heavy rain, gale force winds, sub-zero temperatures, snow and ice.
20. Exposure to noise and fast-moving traffic when looking at roadside trees.
21. Dealing with irate members of the public.
22. Lone working.
23. The post holder's contacts will include Headteachers / Site managers, members of the public, councillors, council staff, external council staff, contractors, Natural England, Forestry Commission, Housing Associations.
24. Dealing with emergency callouts, managing changing priorities, dealing with conflict, liaising with external organisations, organising the Tree Inspectors and contractors and ensuring value for money.
25. An Enhanced DBS check is required.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Level 5 or 6 qualification in arboriculture (HND or degree)	Application form
2. LANTRA Professional Tree Inspectors certificate	Application form
3. Regular CPD (attendance of seminars / conferences)	Application form
Experience	
4. Substantial wide ranging previous Arboricultural experience including tree inspection	Application form
5. Familiar with use of specialist equipment i.e. Picus tomograph, resistograph	Application form
6. IT literate	Application form
Skills and abilities	
7. Good communication skills	Interview Assessment
8. Good time management and organisational skills	Interview Assessment
9. Ability to work alone and as part of a team	Interview Assessment
10. Ability to deal with situations of conflict	Interview Assessment
11. Ability to prioritise work	Interview Assessment
Our values	
12. Respect	Interview Assessment
13. Together	Interview Assessment
14. Accountability	Interview Assessment
15. Openness	Interview Assessment
16. Curiosity	Interview Assessment
Other	



17. Ability to fulfil the travel requirements of the post	Application form
18. Ability to work outdoors in all weathers	Application form
19. To be highly motivated, enthusiastic and adaptable	Application form
20. An Enhanced DBS check is required	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
21. Chapter 8 and 12D	Application form
22. Bat Awareness	Application form
Experience	
23. Familiar with Ezytreev software	Application form
24. Any other relevant land-based industry experience	Application form
Skills and abilities	
25. Any other relevant skills, abilities and knowledge	Interview Assessment
26. Be able to work as part of a team	Interview Assessment

Approval

Manager's job title: Arboriculture & Grounds Team Manager

Date: Updated March 2025

