



Freedom of Information Request FOI2158

Request:

Please accept the following FOI request.

1. Please provide the most recent job description (duties and responsibilities and skills) for the Tree or Arboricultural Officer or equivalent (with date it was written). 2. Please also provide an organogram of the authority which shows the structure of the planning department, and also shows the Tree or Arboricultural Officer (or equivalent) in context.

Submitted on 13/01/20.

Response:

Please accept the following FOI request.

1. Please provide the most recent job description (duties and responsibilities and skills) for the Tree or Arboricultural Officer or equivalent (with date it was written).
 - **Please see below.**
2. Please also provide an organogram of the authority which shows the structure of the planning department, and also shows the Tree or Arboricultural Officer (or equivalent) in context.
 - **No information held. The Council entered into a long-term strategic partnership with Capita that commenced on 1 November 2012 to deliver a number of its technical services including Planning. As a result, it does not hold an organogram that shows the structure of a planning department.**

Response to Q1

Date of Job Description- May 2019.

Job Description

Post Title Team Leader Arboriculture Post Level Service Delivery Level 2 Service Area Environment, Housing and Leisure Grade Grade 8 Post Level Descriptor Will manage resources and a group of staff in day to day delivery of services. Allocation of workload and staff management.

Will be a role model and ensure staff are living the organisational values of:

Aspire to be better Enable others Deliver on promises Purpose of the Post

To manage a medium team of employees within one function, or smaller teams across a number of functions/locations following the Council's HR policies and processes.

To account for a small to medium budget.

Schedule and allocate work for the team(s) on a medium term basis

Plan events and/or projects over the short to medium term

Contribute to the development of longer term plans and projects.

Responsible for the day to day use and maintenance of equipment used by the team.

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Responsible for stock control and the ordering of goods/supplies of the same type

To ensure regular two way communication and engagement with the team

To take responsibility for the Health and Wellbeing of the team.

To ensure the team maintain high performance and are clear on objectives through one to one supervision and the IPR process. Encouraging personal development, flexibility and responsibility

To ensure self and team have the highest regard for customer service whilst understanding the need to effectively manage the demand for services

To always portray a positive image of the Council to employees and customers and deliver on promises

To ensure the team aware of Council services available and able to sign post customers as required.

To fulfil responsibilities as a corporate parent

Ensure the team's work location meets general health and safety standards and is presentable at all times and to ensure the team are aware of health and safety responsibilities

To be responsible for the training, support and development of the team

To take a proactive approach to self development and keep an up to date working knowledge of best practice associated with the area of work.

To be responsible for the overall performance of the team and all associated Human Resource related matters.

To embrace opportunities for change and to encourage new ways of working including the use of technology

Service Specific Tasks

Lead, manage and promote the tree service, the tree team and the Waggonways team Manage and maintain North Tyneside's tree stock in accordance with the Tree Management Objectives, good practice, British Standards, safety standards and all legislation. Plan, prepare and manage the tree works programme, to include inspections and monitoring of the health of North Tyneside's trees Assist and where appropriate lead on the development of tree policies and plans Support the Horticulture and Parks Manager in the preparation, implementation and production of appropriate reports and information as required and review of the tree management / service delivery plans and the preparation of other relevant reports. Where appropriate lead on new ways of working and to seek new income streams to support the wider service provision Engage with community groups, local partnerships and agencies, including supporting and developing Friends of and community groups to secure full participation and empowerment Deal with technical and day to day enquiries linked to the trees, woodlands and waggonways located in North Tyneside. Effectively provide cover for the service areas within Local Environmental Services, including Street Cleansing, Enforcement and Waste management Performance Standards

The need to adhere to Council's Policies and specifically the Equal Opportunities Policy, Health & Safety Policy and the Code of Conduct

The need to comply with the Freedom of Information Act 2000 in relation to the management of Council records and information

The need to comply with the Data Protection 1998 and the principles enshrined within it in respect of personal information held by the Council

The need to observe and implement the Authority's information governance policies and procedures, including the security of information assets and data.

Willing to carry out a similar job role in other service areas as required.

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Demonstrates flexibility in their approach to work

Creates an environment which enables individuals to speak up and challenge. Competency Requirements Engaging People - Level 2 Proactively listening and conveying information/ideas in a variety of ways to engage people and stay connected.

Delivering On Or Promises Level 2 Creating the right environment for teams and individuals to perform at their best, ensuring performance is monitored, evaluated and prioritised effectively.

Delivering On Customer Outcomes Level 2 Delivering a customer focused service across the team.

Enabling Change Level 2 Creating and enabling an environment that encourages the acceptance of change within teams.

Aspiring To Be Better Level 2 Enabling the right environment for teams and individuals to show high levels of self awareness to perform at their best.

Working Together Level 2 Promoting collaborative relationships with others to deliver an excellent customer focused service.

Person Specification Responsible To Horticulture and Parks Operations Manager Responsible For The management of North Tyneside's Tree stock and waggonways

Factor Essential Desirable Assessment means Skills, Knowledge and experience Ability to use skills and knowledge in order to resolve specific issues and develop short to medium term plans

Extensive knowledge and experience of arboricultural practice.

Tree and woodland habitat management skills, knowledge and experience

Knowledge and experience of completing tree surveys and the identification and treatment of tree pests and diseases.

Ability to contribute to the development of longer term plans and more complex solutions

Ability to manage a range of different teams

Ability to follow and apply Human Resources policy and guidance

Experience of managing people

Experience of budget management

Experience of managing change

Computer literate

Experience of working with community groups Application form Interview References Assessment Qualifications and Training Level 2 in Arboriculture or related qualification

Hold a wide range of Arboricultural competency qualifications

Lifting Operations and Lifting Equipment Regulations

Current clean driving licence First Aid qualification

Professional membership of the Arboricultural Association

Arboricultural competency qualifications: Chainsaw Maintenance and cross cutting Ground based chainsaw operations



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Felling and processing trees up to 380mm Felling and processing trees over 380mm Felling and crown breakdown of large trees Severing uprooted or windblown trees using a chainsaw Ascending a tree using a rope and harness - L3 Aerial tree rescue operations Aerial cutting of trees with a chainsaw using free fall techniques Aerial tree pruning -L3 Aerial tree rigging Safe use of a chainsaw from a Mobile Elevated Work Platform Safe use of Power Pruner Emergency Tree work operations Safe use of manual fed woodchippers Safe use of Stump Grinder Use of CAT and Genny locaters for underground services Application form Special Requirements Enjoys physical work and working outdoors. Application form