



## Job Description

<b>Post:</b>	Tree Officer
<b>Directorate:</b>	Technical Resources
<b>Team:</b>	Estate Services
<b>Grade:</b>	S01
<b>Responsible to:</b>	Head of Landscape Management
<b>Responsible for:</b>	N/A

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### **Purpose of Job**

To lead on and manage all matters related to trees on Poplar HARCA estate areas.

To ensure that trees are proactively and reactively managed to reduce risk.

To ensure that policies and procedures relative to trees fulfil the legal responsibilities of Poplar HARCA as a landlord.

To be the first point of contact for information and advice on all aspects of tree management within Poplar HARCA.

To lead on and manage tree works for Poplar HARCA estate areas within the budget of the Landscape Management Department.

To be pro-active in the identification of developments within the Landscape Industry and assess the viability of the inclusion of such developments into the department.

Managing budgets and ensuring value for money, competitive purchasing and accountability for expenditure.

Liaise with all other departments within Poplar HARCA to ensure the goals of the Landscape Management Department are transparent and understood in relation to tree infrastructure.

### **Main Duties and Responsibilities**

#### **Contract/contractor management**

- To utilise external contractors where needed to ensure that all necessary works in relation to trees are completed.
- Monitor contractor performance, ensuring that any areas of weakness are addressed.
- Ensure that all contracts are procured and managed in line with all obligations.

## **Monitoring and inspection**

- To ensure the Tree Management policies and procedures fulfil the legal responsibilities of Poplar HARCA as a landlord.
- To inspect all trees within Poplar HARCA estate areas on a cyclical basis.
- To ensure that tree inspection data is maintained on the digital Tree Management System.
- To manage and monitor departmental expenditure and ensure the delivery of services within budget.

## **Operational**

- To manage the ordering of products and services relevant to the post.
- To manage departmental budgets to ensure a planned cash flow throughout the financial year.
- To undertake purchase ordering, utilising the EBIS purchase ordering system and Barclaycard purchases to ensure fiscal responsibility is maintained at all times.
- To respond to complaints and complex enquiries in relation to trees.
- To undertake/assist with tree works when external contractors are not used for any reason.

## **Organisational**

- To closely collaborate with the Assistant Director of Estate Services, Estate Service Area Managers, Head of Landscape Management and Landscape Maintenance Supervisors on all matters which involve the posts technical expertise.
- To participate in discussions on new Poplar HARCA developments/regeneration schemes.

## **Reports**

- To generate and maintain reports for the consideration of management and for presentation to relevant stakeholders.

## **Health & Safety**

- To take advice from and to liaise effectively with the Poplar HARCA Health & Safety team to ensure compliance in all areas and pro-active improvements wherever required.
- To maintain up to date knowledge of the Health & Safety requirements in relation to the activities and works in relation to the post.
- To maintain required records in relation to accidents and incidents and to submit to the HR department and to the Health & Safety team accurately and on time.
- To provide assistance in the monitoring and reporting system for the implementation of all procedures required under the Health & Safety at Work Act 1974.

## **Involvement & engagement**

- To attend and to contribute to Estate Services Management Team meetings and to other meetings as required or requested by the Assistant Director of Estate Services and Head of Landscape Management.
- To report to and to inform Committees and Boards of tree projects/works and to implement, where possible, improvements requested by these bodies.
- To engage with other Poplar HARCA departments and staff in a co-operative and informative manner on all matters to which the post has the technical knowledge and expertise.

### **General**

- To drive Poplar HARCA vehicles as required to progress the completion of any programme or task.
- To be able to walk for extended periods of time to effectively undertake duties and responsibilities.
- Undertake out of hours work and travel when required.
- Perform other duties as may be reasonably required by your line manager.
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.

## Person Specification

**Post:** Tree Officer

**Grade:** S01

**Team:** Estate Services

**Directorate:** Technical Resources

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Education/ Qualifications/ Training	<ul style="list-style-type: none"> <li>a. Minimum Level 3 Arboricultural qualification.</li> <li>b. Lantra professional tree inspection.</li> <li>c. Full UK driving license.</li> </ul>
2. Skills	<p>Ability to manage, supervise and demonstrate: -</p> <ul style="list-style-type: none"> <li>a. A comprehensive tree maintenance programme.</li> <li>b. A comprehensive Tree Inspection, inventory, and contract management programme.</li> <li>c. Proficiency in the use of IT equipment to communicate and to assist with scheduling, reporting and processing of data associated with the role.</li> <li>d. Able to understand, and operate in, a resident led environment.</li> <li>e. Can use written and oral skills to influence, negotiate and persuade</li> <li>f. Commitment to improving performance</li> <li>g. Engages in straight talking – is clear and constructive</li> </ul>
3. Experience	<ul style="list-style-type: none"> <li>a. Experience of successful Urban Tree Management and Risk Management utilising industry specific software (desirable).</li> <li>b. Experience of identifying and resolving plant failure issues (desirable).</li> <li>c. Experience of managing Health &amp; Safety Legislation within a Land Based Industry environment.</li> <li>d. Experience of managing contractor performance.</li> </ul>
4. Knowledge	<p>Knowledge of :</p> <ul style="list-style-type: none"> <li>a. BS3998</li> <li>b. Tree management in the public realm, including a sound knowledge of related legislation, codes of practice and risk management.</li> <li>c. Biodiversity Action Plans and Implementation (desirable).</li> <li>d. Country side and Rights of Way Act and duties and responsibilities in relation to the act (desirable).</li> <li>e. Knowledge of Health &amp; Safety at Work Legislation and duties and responsibilities in relation to the Act.</li> </ul>

5. Key Competencies	<ul style="list-style-type: none"><li>a. Putting others first</li><li>b. Achieving Results</li><li>c. Open to change</li><li>d. Informed and informing</li><li>e. Personal Progress</li><li>f. Partnership Working</li><li>g. Problem Solving</li></ul>
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