

# LONDON BOROUGH OF HACKNEY



**POST TITLE:** Senior Engineer (Arboriculture)

**DIRECTORATE:** Climate, Homes and Economy

**SERVICE:**  Streetscene (Highways)

###### **GRADE:** PO3 / PO4

**LOCATION:**  Hackney Service Center

**RESPONSIBLE TO:** Principal Engineer

**RESPONSIBLE FOR:** Supervision of up to 6 staff including Fixed term, agency and consultants



**PURPOSE OF THE JOB**

1. To assist in managing and progressing of arboriculture, environmental or highway engineering matters within an area based or function based team including leadresponsibility within the specialist area for progressing schemes in accordance with the programme agreed with the Group Engineer.
2. To achieve timely, effective arboriculture, environmental or highway engineering outcomes which uphold the Council’s Core Values and meet the challenges of Best Value and Comprehensive Performance Assessment.
3. To ensure the provision of high quality arboriculture and environmental services within a highway engineering functional area.
4. To develop and influence strategy and policy for street trees and highways slips and verges in the Borough.
5. To lead on the strategic management of public highway arboriculture matters.
6. To devise and operate systems to monitor and record the condition and other attributes of the Council’s public highway arboriculture assets / stock.
7. To ensure statutory and legal obligations are delivered and communicated in a customer focussed manner, optimising available resources.
8. To represent the Council, in conjunction with colleagues, as an expert spokesperson on issues related to the functional area
9. To take responsibility for the supervision of staff and contribute towards staff training, development and performance. To continually review professional standards to ensure health and external recognition and accreditation of the Unit
10. To be an active member of and contribute to the development of the Service Area.

**COUNCIL SPECIFIC ACCOUNTABILITIES**

**Management of People/Leadership**

1. To be responsible for the supervision of staff, and contribute towards staff training and development.
2. To contribute to the efficient and effective performance management of the team, in developing, prioritising and reviewing its activities. To instil a customer focused culture; and to establish work programmes and targets, ensuring their achievement.

**Strategic Thinking and Planning**

1. To take responsibility for ensuring that advice given and recommendations made by team members have full and proper regard for the Council’s policies, standards and relevant Government legislation and guidance.
2. To contribute proactively towards the development of policies, programmes and systems to address the changing demand on the Service and in accord with Best Value.

**Managing Services and Delivery**

1. To ensure that duties are carried out in accordance with the Council’s policies and Code of Conduct, incorporating the principles of valuing diversity.
2. To contribute significantly to the service delivered, developing and implementing customer-focussed standards in a regulatory environment, meeting laid down performance indicators.
3. To inform, advise and respond to residents and customers as individuals as well as through representation at Committees and other public forums.
4. To take a lead role where required in a range of arboriculture, environmental and highway engineering work, ensuring it is effectively and efficiently carried out.

**Communication**

9. To liaise with other parties to ensure that appropriate information is available and taken into account in order to discharge duties effectively.

10. To act as a senior expert spokesperson on issues related to arboriculture, environmental and highway engineering, representing the team as required and ensuring that communications with colleagues, Council Members, the public and others are dealt with to an exceptional standard.

**Partnership Working/Personal Effectiveness**

11. To liaise with interested parties e.g. stakeholders, developers, in order to secure resolution of potential conflicts and high quality, innovative outcomes that reflect Service objectives.

12. Take a proactive role in ensuring that links with the community and other service users are developed in a responsible and inclusive manner, ensuring particular attention to the needs of disadvantaged groups.

**Managing Projects and Resources**

13. To take the strategic lead for major projects within the team working to agreed deadlines with identifiable outcomes.

14. To contribute towards the identification of IT needs to ensure the service area maximises the use of available resources.

15. To assist the Group Engineer in producing budget management and performance management reports; to ensure that income is maximised and that budgets operate within agreed cash limits and targets are achieved.

**SERVICE SPECIFIC ACCOUNTABILITIES**

16. To be responsible, in conjunction with other colleagues, for ensuring that the work of the team is customer focussed and achieves appropriate changes and improvements within the context of CPA and Best Value reviews.

17. To be responsible for the managementof a full range of arboriculture, environmental and highway engineering projects and ensure that they are completed in line with Council’s policies and objectives.

18. To be accountable to the Group Engineer for achieving agreed service outcomes and personal appraisal targets, and in addition to the specific duties in this job profile, to also undertake specialist diverse projects of a Corporate nature and the lead on the implementation of innovative solutions.

19. To contribute significantly to diverse projects from conception, through to implementation, monitoring and evaluation when required.

20. To be responsible for preparing and presenting high level complex reports on behalf of the Council on issues relevant to the Service area.

21. To carry out duties in accordance with the Council’s equalities policies related to both staff management and service delivery.

22. To be responsible for reviewing quality of service, taking statutory, legal, procedural and policy issues into account, for the achievement of the Unit’s objectives.

23. To be proactive, in conjunction with colleagues, in initiating strategic policy initiatives in order to meet the continuing changing demands of the service**.**

24. To be responsible for managing special research and/or corporate initiatives undertaken by the team.

25. To ensure that any conflicts between arboriculture needs and those of other teams within the Service Area are brought to an acceptable and satisfactory conclusion by liaison and negotiation.

Progression between PO3 and PO4 will be dependent on demonstrating the ability to achieve the Performance Targets set out for the function area to which the post holder has responsibility. This will be measured by performance appraisal and performance agreements. The management of performance is the result of structured discussions and decisions made with the line manager through the annual appraisal process and supervision sessions.

**Variable Grade Elements**

1. To be responsible for managing and progressing arboriculture, environmental or highway engineering matters within an area based or function based team including leadresponsibility within the specialist area for progressing schemes in accordance with the programme agreed with the Group Engineer
2. To represent the Council as an expert spokesperson on issues related to the functional area.
3. To take responsibility for the direct management of staff and contribute towards staff training, development and performance. To continually review professional standards to ensure health and external recognition and accreditation of the Unit.
4. To be responsible for the management of staff, and contribute towards staff training and development.
5. To take the strategic lead for specific projects within the team working to agreed deadlines with identifiable outcomes.
6. To be responsible for ensuring that the work of the team is customer focussed and achieves appropriate changes and improvements within the context of CPA and Best Value reviews
7. To be responsible for managing diverse projects from conception, through to implementation, monitoring and evaluation when required.
8. To be responsible for initiating strategic policy initiatives in order to meet the continuing changing demands of the service**.**

***NB: All employees are expected to adhere to the Council's Equality & Diversity and Health & Safety Policies.***



**LONDON BOROUGH OF HACKNEY**



**POST TITLE:** Senior Arboriculture Officer

**DIRECTORATE:** Climate, Homes and Economy

**SERVICE:**  Streetscene (Highways)

###### **GRADE:** PO3 / 4

**LOCATION:**

**RESPONSIBLE TO:** Group Engineer

**RESPONSIBLE FOR:** Supervision of up to 8 staff including Fixed term, agency and consultants



###### *ESSENTIAL CRITERIA*

**SKILLS AND ABILITIES**

**Management of People/Leadership**

1. Ability to supervise staff and provide leadership and direction to individuals, so as to gain commitment and ownership.
2. Ability to empower and motivate staff and to build and contribute to effective team working in a pro-active manner.

**Communication**

1. Ability to produce and present clear, concise and effective reports, both written and verbal.
2. Ability to produce letters and memoranda, which are both customer friendly, accurate and concise.
3. Ability to communicate effectively with service users e.g. negotiations, presenting evidence or advice in a public forum within Hackney’s diverse community.

**Managing Projects and Resources**

1. Ability to plan, manage and monitor varied and complex projects and programmes of work, including ability to act on own initiative and meet deadlines.
2. Ability to manage an extensive and demanding workload in order to meet performance targets.
3. Ability to successfully organise and prioritise the workload of team members.
4. Ability to use new technology to assist in improving service delivery and personal performance.

**KNOWLEDGE**

**Managing Services and Delivery**

1. Extensive Knowledge of up to date issues regarding the legislative, policy and procedural frameworks within which the Team operates.
2. A working knowledge of IT systems relevant to the Service (e.g. word processing, databases, GIS design/maintenance packages).
3. A knowledge and ability to implement equal opportunities in accordance with Council guidelines.
4. Able to understand technical issues relevant to complex arboriculture, environmental and highway engineering projects.
5. Awareness and understanding of current arboriculture, environmental and highway engineering issues, as they relate to inner urban areas and their implications for the future of the highway network.

**WORK RELATED EXPERIENCE**

**Management of People/Leadership**

1. An understanding of performance management techniques.
2. An ability to supervise and train staff.
3. Ability of working at a senior level within the arboriculture, environmental or highway engineering fields.
4. Experience of negotiation on complex projects to secure community benefits and maximise investment to the borough.
5. Experience of providing services to customers and being accountable for these services.
6. Experience of developing and/or implementing service improvements projects including understanding of Best Value and other quality assurance systems.
7. Experience of ensuring the delivery of arboriculture, environmental and highway engineering projects within agreed timescales and with quality outcomes.

**Managing Projects and Resources**

1. Experience of effectively planning, managing and monitoring programmes of work.

**QUALIFICATIONS**

1. A qualification in arboriculture level 3-4 and membership of, or eligibility for membership of, a relevant professional body.
2. A minimum of 5 years post qualification arboriculture experience in specific relation to the public highway network.

**CIRCUMSTANCES**

1. Able and willing to attend meetings or undertake work outside normal working hours.

**Variable Grade Elements**

1. Experience of supervision of staff and ability to supervise; provide leadership and direction to individuals, so as to gain commitment and ownership.
2. Ability to lead, plan, manage and monitor projects and programmes of work, including ability to act on own initiative and meet deadlines.
3. Experience of and an ability to supervise and train staff.
4. Experience of effectively leading, planning, managing and monitoring programmes of work
5. A minimum of 4 years arboriculture experience in specific relation to the public highway network.

***NB: All employees are expected to adhere to the Council's Equality & Diversity and Health & Safety Policies.***