



Job Description

Job Title	Arborist
Department	Open Spaces
Grade	C
Location	Hampstead Heath
Responsible to	Trees Management Officer & Tree Team Leader
Responsible for	Tree services at Hampstead Heath, Highgate Wood and Queen's Park

Purpose of Post

Responsible for assisting in ensuring that tree services are effectively, efficiently and safely provided in accordance with best practice to create a well maintained and safe and pleasant environment for the public to enjoy Hampstead Heath.

Main Duties & Responsibilities

1. Assist with preparation and implementation of work programmes, ensuring tree services meet best practice for:
 - Tree safety works
 - Veteran tree management,
 - Tree surveying/inspection,
 - Pest & disease surveying,
 - Clearance works, including those associated with complying with Highway Act
 - Tree health care operations,
 - Felling operations,
 - Formative pruning,
 - Pollarding/Coppicing,
 - Woodland management,
 - Tree planting,
2. Assist in planning, implementing and reviewing work activities to achieve agreed objectives of Hampstead Heath Divisional Team and other standards, including the Green Flag Award.



3. Ensure agricultural machinery, hand/power tools and grounds maintenance equipment, machinery and vehicles in your charge are in good working order, carry out routine maintenance and refer major mechanical problems to Manager.
4. To ensure adherence to Codes of Practice on signage in relation to working on or near public highways including health & safety and departmental.
5. Responsible for creating, maintaining and enhancing productive working relationships within team, with other employees, managers and external agencies and ensuring effective communication & liaison with other team members, including Heath Conservation Rangers, Constabulary and emergency services and other statutory bodies as necessary to work together in engendering a safe and secure open space and attend and deal with emergency situations that might arise on the Heath
6. To participate where appropriate in meetings of the Management Plan Working Group, assisting with preparation of “compartment plans” in liaison with senior officers. To participate in any survey of the Heath lands and assist in the gathering of information relevant to the Hampstead Heath Management Plan.
7. To assist with carrying out tree inspections and fieldwork to maintain and improve the biological inventory of Hampstead Heath, providing information for Supervisor/Manager. Contribute to scientific and conservation papers/articles on results of survey, monitoring and inventory work.
8. To develop, maintain and monitor effective liaison with users and interested groups, and contribute information for written responses to enquiries from the public about tree work, ecology and natural history; in liaison with other staff, ensuring that the public are kept fully informed about forthcoming works and to provide appropriate Keeper response to requests for information and assistance, as required; and advise and oversee approved student projects/placements where such input is advantageous to the objectives of the Heath.
9. Ensure that both you, and, if applicable, staff under your control observe Departmental safety procedures and use safe working practices specifically with regard to PPE and arboricultural machinery and equipment. Also ensure adherence to COSHH and Risk Assessments, reporting accidents and near misses to Supervisor and assist with preparing, maintaining and implementing Risk Assessments including COSHH assessments for arboricultural, conservation and rangering work.
10. Contribute to planning, implementing and reviewing work activities to achieve agreed objectives of Hampstead Heath Divisional team and contribute to review of operating procedures to facilitate service improvements and enhance effectiveness and efficiency of service to meet customer needs and demands.
11. Participate in on-the-job or other training/development courses to improve ability and effectiveness to carry out duties.



12. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
13. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
14. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
15. To undertake any other duties that may reasonably be requested appropriate to the grade



Person Specification

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Department	Open Spaces
Grade	C Level: 2
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- Recognised industry qualification equivalent level 3 (inc European Tree Worker/ISA Certified Arborist)
- Full driving licence (including minimum trailer B+E - preferably C1+E)
- Required NPTC CS units 30, 31, 32, 38, 39, 41
- MEWP certificate (IPAF equivalent)
- Chipper certificate
- Aerial rescue & First Aid + knowledge of casualty rescue
- Traffic Management
- Professional Tree Inspection (desirable)
- Arboriculture & Bats (desirable)

Experience Required, including Budget Holding Experience (if appropriate)

- A minimum of 5 years' experience of tree works, within public areas & thorough use and control of appropriate equipment, plant and materials. (List previous employers & positions in application)
- Experience of utilising and maintaining range of specialist equipment/plant – chainsaws, winches, woodchippers, MEWPS and associated implements (Interview question)



- Experience of practising and working within Health & Safety policies related to Arboricultural operations and other appropriate safer systems of work. (Interview question)
- Knowledge and experience in current and emerging best practise in Ecological Arboriculture (Interview question)
- Knowledge and experience of pest & disease diagnosis & decay detection techniques (desirable) (Interview Identification test)

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary for this job is £30,550 to £34,410 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The job is offered on a 24-month Fixed Term Contract basis.

Hours of Work

Normal hours of work are 07:30 – 16:00 Monday – Thursday (1hr unpaid lunch) and 07:30 – 15:30 Friday (1hr unpaid lunch), being 37 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual leave (to include Bank Holidays). There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.



If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.