

Job Description

1. Job Title	Arboriculture Team Leader
Department	Community
Service	Parks and Environmental Services
Team	Parks and Grounds Maintenance
Date prepared/Revised by	June 2022
Post accountable to	Parks and Grounds Maintenance Operations Manager
Post directly responsible for employees (number of workers)	Direct Supervision: 2 plus 1 Apprentice Indirect Supervision: 0
2. Main purpose	To lead a team carrying out all aspects of arboriculture in an approved manner, with particular emphasis on safe working practices with regards to other colleagues and members of the public.
3. Key Contacts	Internal: Line manager, PES management and colleagues, Grounds maintenance team External: General Public, volunteers, councillors
4. Main Accountabilities	<ol style="list-style-type: none"> Maintenance of trees. Management of standards to deliver against requirements. Health and safety in relation to staff and fleet and vehicle checks
5. Standard Accountability Statements	<p>Health and Safety You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.</p> <p>Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.</p> <p>Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.</p> <p>Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.</p> <p>Safeguarding Policy and Procedures The post holder will adhere to all the Council's Safeguarding Policy and Procedures</p>

6.	<p>Job activities <i>(for each accountability there should be no more than 4 or 5 activities)</i></p> <p>Main duties and responsibilities relating to accountabilities identified above</p>
1.	<p>Maintenance of trees.</p> <p>7. Leading teams carrying out all types of tree works within the district as required.</p> <p>8. Ensures machinery, vehicles and equipment are available and makes best use of resources on a daily basis.</p> <p>9. Manages apprentices, volunteers and work experience staff when required.</p> <p>10. Plans workload for the week and organises the day to day duties for the team.</p>
2.	<p>Management of standards to deliver against requirements.</p> <p>1. Day to day management of staff to ensure resources are effectively deployed to complete tasks required.</p> <p>2. Undertakes Appraisals for direct reports within the team.</p> <p>3. Carries out return to work interviews and annual leave for staff to ensure service delivery.</p> <p>4. Responsible for checking quality of work carried out by staff to ensure standards are maintained, and to train staff on tasks when this is not achieved.</p> <p>5. Responsible for overseeing staff using and recording tasks in electronic system on a daily basis.</p> <p>6. Responsible for cleanliness of vehicles and plan</p>
3.	<p>Health and safety in relation to staff and fleet and vehicle checks</p> <p>1. Assists the Tree and Woodland Officer in delivery of risk assessments and tool box talks on a variety of subjects and tasks.</p> <p>2. Is in overall charge of ensuring daily vehicle checks are carried out and recorded and the vehicle is in a road worthy condition and kept reasonably clean both inside and out.</p> <p>3. Responsible for ensuring incidents, accidents and near misses are properly reported and logged.</p>
4	<p>Any other duties as required commensurate with the grading of the post.</p>