

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	Arboriculturist
<b>Responsible to:</b>	Consultancy Director
<b>Responsible for:</b>	No direct line management
<b>Location:</b>	The Old Ragged School, Brook Street, Nottingham

### **Overall Purpose of Job**

To support the management, development and promotion of EMEC as a high quality ecological consultancy and to deliver positive conservation outcomes through the provision of high quality, objective ecological advice and practical land management to clients in all sectors.

### **Main Responsibilities**

#### ***Line Management and Supervision***

The postholder does not have any direct line management responsibilities, but in relation to smaller scale projects which they are project managing, they will be responsible for the supervision of members of the team, including Ecologists, Placement Students and Land Management team, and potentially the supervision of contractors.

#### ***Management of Resources and Projects***

The postholder will utilise their experience and knowledge to:

- Conduct tree inspections to include a range of arboricultural surveys such as BS 5837 tree surveys, professional tree inspections in relation to health and safety, condition and structural integrity. Includes the management of resources required (people, vehicles, equipment, third party data, contractors).
- Provide recommendations for tree management and tree planting.
- Produce comprehensive reports and maps for the above surveys. These include BS 5837 tree reports, arboricultural method statements, tree constraints plans and tree protection plans.
- Develop management plans, outlining approaches to preserve, maintain and enhance tree health.
- Ensure that projects are managed effectively to ensure that the projected profit for EMEC is met or exceeded.
- Ensure that for projects for which they have responsibility that all financial management procedures, including purchase orders, prompt invoicing and assessment of WIP.

#### ***Business Development and Client Liaison***

The postholder will be responsible for:

- Ensuring appropriate liaison with clients and landowners both from the office and on site at all stages of a project from design to delivery, with direct responsibility for small scale and standard projects.
- Collaborate with various stakeholders, including developers, architects, landscape architects and landowners.
- Support income generation through assisting on the production of tenders and quotes.
- Support the production of content for print and digital media to promote the work of EMEC.

- Representing EMEC, under the instruction of senior management, at events to promote the company's services and raise awareness of EMEC.

### ***Compliance and Governance***

The postholder will;

- Stay updated on the latest research, industry standards and best practices in arboriculture.
- Ensure that the EMEC database is updated to facilitate production of management information.
- Ensure that the operations of their team contribute to EMEC meeting its legal obligations with regard to GDPR and Data Protection.
- Ensure that H&S systems are followed and that they undertake the compulsory training required to deliver their roles.
- Maintain records to support the compliance with EMEC's Business Management System (ISO 9001 & 14001) including contribution to regular audits and annual compliance visits as required.
- Ensure that the EMEC staff diary is kept up to date at all times for their own work.
- Provide updates on activities to staff meetings as required.

### **General Requirements**

Working closely with EMEC staff, the postholder has responsibility for undertaking the specific duties outlined in the job description above.

Given the nature of EMEC's activities **unsocial hours may be required in the evenings and very occasionally the weekends** to ensure the effective implementation of this post. Working hours will be managed flexibly to reflect this requirement and EMEC will operate a system of TOIL and paid overtime for additional hours worked.

A full driving licence is required as the postholder will often need to travel within and beyond the County to locations not served by public transport, and sometimes carrying equipment or materials.

In order for the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by the Board.

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the organisation. This includes promoting and acting as an ambassador for EMEC.

### **Arboriculturist Person Specification**

Ideally the postholder will be able to demonstrate all or most of the range of experience, skills, knowledge, and personal qualities detailed below.

#### ***Area A - EXPERIENCE***

- Experience of carrying out tree surveys
- Experience of evaluating development impacts on trees and making appropriate tree work recommendations
- Experience of liaising with others (e.g. clients and landowners)

#### ***Area B - KNOWLEDGE***

- The post-holder should have a strong academic background (A-Levels and ideally a degree) in arboriculture, forestry, horticulture or other related field.
- A minimum of a Level 2 arboricultural qualification is expected although a Level 4 qualification is desirable (Diploma in Arboriculture)
- Professional certifications, such as ISA Certified Arborist or Tree Risk Assessment Qualification (TRAQ) is desirable.
- Knowledge of tree physiology and systems
- Knowledge of planning policy and industry best practice
- Knowledge of ecological constraints with regards to tree work
- General business administration IT applications including word processing and spreadsheets
- knowledge of GIS, AutoCAD and other relevant tools desirable

#### ***Area C - SKILLS***

- Excellent tree identification skills
- Ability to identify the principle tree decaying fungi (with the use of keys/guides acceptable)
- Ability to assess the physiologically and structural condition of a tree. Professional Tree Inspection Certificate desirable
- Climbing ability and certificates desirable.
- Excellent inter-personal and communication skills
- Report writing skills
- Excellent project management skills, including managing multiple concurrent projects.
- Efficient administration and organisation skills, including ability to prioritise workloads and meet tight deadlines
- Ability to liaise effectively with a wide range of people
- Negotiation skills and conflict resolution

#### ***Area D - PERSONAL QUALITIES***

- High level of enthusiasm, self-motivation and self-discipline
- Ability to work without close supervision, work individually or as part of a team
- Flexible and positive outlook with a solution led focus.
- Commitment to nature conservation and equal opportunities.