



Job Description

Brentwood Borough Council
Arboriculture and Woodland Manager

Position Title	Arboriculture and Woodland Manager
Directorate	Environment
Service Area	Green Spaces
Team	Green Spaces
Band	G
Reports to	Service manager – Green Spaces

Brentwood Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm or exploitation.

MAIN PURPOSE

To oversee the management and operations of the Council's country parks and woodlands, ensuring they are well maintained, are accessible to all and are visitor destinations. To create strategic management plans and facilitate the delivery and operations in line with our corporate priorities. To work with public bodies and strategic partners to enhance our countryside estate problem solving local issues and generating funding and income streams. To line manage the Arboricultural Officer.

CORPORATE DUTIES

1. To work with colleagues to achieve service plan objectives/targets.
2. To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.
3. Apply and actively promote the principles of the Organisation's Equal Opportunities Policy in all areas of employment and service delivery.
4. To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.
5. To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.

Responsibilities

1. Manage and develop the day-to-day operational processes of arboriculture, woodlands and country parks, including woodland management and conservation management. To manage the Council's Arboricultural Officers, Arboricultural Admin Officers, Housing Arboricultural SLA and service to external and internal customers.
2. Manage the operational financial control of the team ensuring that accurate accounting and budgetary controls are in place and used consistently to deliver a balanced budget.
3. Management of the Council's Tree Management Software.
4. Support, review and create management plans for the Council's Woodlands and Country Parks which are supported by grant funding, volunteers and other income streams.
5. Support the development and lead the implementation of existing and new income generation streams across the Country Parks and Woodlands.
6. Create and manage a plan of operational work within clear financial restrictions.
7. Undertake routine site inspections and create digital reports on findings, creating and costing work plans.
8. Responsibility for overseeing that relevant policy and procedures are in place and up to date; including Health and Safety, safeguarding and GDPR.
9. To support the transformation of the district's green spaces in conservation and biodiversity targets.
10. To provide a visible and approachable site presence and act as the main point of contact for the local community, visitors and other service users.
11. Develop, promote and deliver a creative and imaginative programme of community focused activities, including environmental education, nature conservation, community engagement and volunteering.
12. To assist in developing excellent Health and Safety principals for Volunteers and to ensure the compliance with company Risk Assessments.
13. To prepare budgets and annual accounts and monitor and control expenditure for the service.
14. Attend evening meetings with residents, Councillors and outside organisations.
15. Understand and enforce the Council's open spaces bylaws where necessary.

16. Comply with the requirements of Health and Safety legislation in all aspects of the role.

17. Attend training and development courses as required in order to maintain continuous professional development standards and or to meet departmental corporate priorities or objectives.

18.Undertake any other duties that may be required that are commensurate with the level of the post, as assignment by line management.

19. Undertake detailed tree condition inspections, understanding in detail the effects of decay organisms and pests on the bio-mechanics and physiology of trees, using QTRA, VTI and PTI.

PERSON SPECIFICATION

Position Title:	Arboriculture and Woodland Manager	Date Reviewed:	09/07/24
Service:	Green Spaces	Band:	G

Method of Assessment: AF Application Form
 T Testing
 I Interview

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE			
1.1	Experience of working in and managing arboriculture, woodlands and country parks	X		AF/I
1.2	Proven track record of working with external contractors and contract management including robust health and safety management	X		AF/I/T
1.3	Working across the Microsoft suite and bespoke IT systems including Tree management Systems	X		AF/I/T
1.4	Working across a broad range of both internal and external customers.	X		AF/I
1.5	Management of budgets and staff	X		AF/I
1.6	Experience in writing and implementing management plans	X		AF/I/T
1.7	Experience of tree surveying using VTI	X		AF/I/T

2.	ABILITIES			
2.1	To communicate to a wide range of audiences, adjusting the style of communication to the situation.	X		AF/I
2.2	To deliver a high standard of work in an environment of ever-changing demands and deadlines.	X		AF/I
2.3	Able to be tactful and diplomatic in dealing with Councillors, offices, external partners and residents	X		AF/I
3.	EDUCATION, TRAINING and QUALIFICATIONS			
3.1	Educated to degree level in Conservation Biology, Countryside Management or equivalent	Essential		
3.2	Lantra VTI or equivalent	Essential		
3.3	Full Driving License and ability to travel using own vehicle	Essential		
3.4	RFS Diploma in Arboriculture or equivalent	Desirable		
3.5	Lantra PTI or willingness to work towards	Essential		
3.6	QTRA or willingness to work towards	Essential		
3.7	IOSH Managing Safely willingness to work towards	Essential		