CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Place** | **SERVICE GROUP: Tree and Woodlands** | |
| **POST TITLE: Assistant Tree and Woodland Manager** | **REPORTS TO: Tree and Woodland Manager** | |
| **GRADE: SO2** | | **SAP POSITION NUMBER : 11005268** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | |
| 1. Contribute to the development and implementation of the Councils Woodland Strategy and the provision of sustainable, well maintained, safe woodlands and trees throughout the District. 2. Management of the Council’s woodland assets in conformance with the principles of the United Kingdom Woodland Assurance Standard (UKWAS). 3. Develop and support partnership working with voluntary, community and social enterprises to manage the districts woodlands | |
| **Main Responsibilities of Post:** | |
| 1. Evaluate and assess woodland condition. 2. Prepare, implement and review woodland management plans. 3. Maintain an inventory of Council owned woodlands. 4. Carry out safety assessments of woodland trees and prepare detailed technical reports. 5. Collaborate and consulte with with Friends Groups, local communities and other stakeholders on the management of district woodlands. 6. Deal with routine correspondence, complaints and enquiries with regular contact with members of the Public. 7. Prepare contracts, estimates and quotations for internal and external clients. 8. Comply with current Health and Safety policy and procedures, prepare risk assessments and method statements where required. 9. Contribute to increasing the efficiency and effectiveness of the service through operational and technical improvements. 10. Communicate effectively with the Tree & Woodland Manager and colleagues by making best use of equipment available i.e. using ICT systems/radios/phones 11. Participate in the area management team and other staff meetings where appropriate and ensure the effective dissemination of information both upwards and downwards. 12. Assist with the implementation of the Park and Landscape Service Plan and associated service delivery initiatives. 13. Participate in out of hours response to tree and woodland emergencies. 14. Assist in the recruitment and selection process and the implementation of disciplinary procedures. 15. Deputising for Tree and Woodland Manager and Assistant Tree and Woodland Manager (Operational) as required. | |
| **Structure:** | |
| **Special Knowledge Requirement: Will be used for shortlisting.** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | |
|  | **Essential** |
| Ability to communicate fluently in English with members of the public and convey information and concepts related to woodland management. | X |
| Carries out the working practices, procedures and basic operations relevant to woodland management and operations. | X |
| Understands and applies health and safety working practices, including risk in own area of work and or across other areas of work relevant to Forestry and Arboriculture. | X |
| Uses a wide range of basic computer applications including wordprocessing, spreadsheets and GIS systems | X |
| Knowledge of the statutory, technical, regulatory, strategic and key operational issues relevant to woodland management. | X |
| Knows the costs for products and services within own area of responsibility. |  |
| Knows and understands how to analyse, interpret and present complex information from a variety of sources |  |
| Understands the role of stakeholders and Friends groups in woodland mangement |  |
| Knowledge of stakeholder consultation and collaborative working. |  |
| Knowledge of how local government works, processes and procedures. |  |

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| **Relevant experience requirement: Will be used for shortlisting** | | |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public . | | |
| Able to demonstrate experience assessing woodland condition, preparing management plans and tree inspection reports. | | |
| Familiar with United Kingdom Woodland Assurance Standard and FSC Certification schemes. | | |
| Familiar with current Forestry Commission grants and application process. | | |
| Experience working with stakeholders and friends groups. | | |
| **Relevant professional qualifications requirement: Will be used for shortlisting** | | |
| BSc (Hons) Forestry or equivalent in Environmental Management | | |
| HNC/HND in Forestry or Environmental Management. | | |
| **Core Employee competencies at manager level to be used at the interview stage.** | | |
| **Carries Out Performance Management –** covers the employees capacity to manage  their workload and carry out a number of specific tasks accurately and at a high standard. | | |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. | | |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. | | |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. | | |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. | | |
| **Management Competencies: to be used at the interview stage.** | | | |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. | | | |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. | | | |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. | | | |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. | | | |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | | |
| **Working Conditions:** | | | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | | |
| Site visits includes negotiating difficult and challenging terrain and weather to carry out woodland surveys, site and tree inspections. | | | |
| Must be prepared to participate in providing out of hours response to tree and woodland emergencies. | | | |
| **Special Conditions:** | | | |
| You will be informed outline if there is a requirement for the post to have recruitment checks  such as DBS, Warner Process.  The successful candidate will hold HNC/HND or BSc in Forestry or Environmental Management. | | | |
| **Compiled by:**  **Bob Thorp**  **Date: 04/07/17** | **Grade Assessment Date:**  **03/07/09** | **Post Grade:**  **SO1/SO2** | |