

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Tree Aftercare & Planting Service (TAPS) Officer
Salary:	£28,163 - £30,060 per annum
Grade:	G7
Hours:	37 hours per week
Team:	Tree Service
Service Area:	Countryside & Waste
Primary Location:	Sutton Farm, Stanton Harcourt, OX29 5RD – Operating Countywide
Budget responsibility:	No
Responsible to:	Senior Tree Service Officer (TAPS) [line management] Tree Aftercare & Planting Service (TAPS) Supervisor [daily supervision]
Responsible for:	No direct staff
Political Restricted Post:	No

### Job Purpose

The Tree Service are OCC's specialists in all matters relating to trees. This includes arboricultural management, care and processes; dealing with public enquiries; giving planning advice; and identifying and delivering tree planting opportunities across OCC's highway and estate portfolio.

The successful candidate will be expected to deliver tree planting and aftercare covering the County in a variety of settings and site types, while working in partnership with colleagues to ensure a holistic and consistent approach to tree care across the County.

The role will support the delivery of a front-line service for tree planting and tree care, that is both sensitive and responsive to the needs of the public, land managers and local communities.

The post holder is responsible for ensuring that all relevant OCC policies and procedures are adhered to and if necessary, concerns are raised in accordance with these policies.

## Job Responsibilities

To support [and deputise for] the Tree Aftercare & Planting Service (TAPS) Supervisor in the organisation and implementation of work programmes for the Tree Service.

To assist in the day-to-day implementation of tree planting, aftercare and improvement projects across the OCC portfolio including key responsibility for:

- On site delivery of high-quality tree planting and small to medium scale practical projects for the Tree Service including assessment and maintaining high standards of delivery.
  - Liaison with the public, communities, landowners and partnership organisations.
  - Direction of other staff or volunteers.
  - On site decision making as required and up to a level commensurate with the post.
  - On site Health and Safety compliance.
- To promote a strong customer & public service focus within the team.
  - To assist in the day-to-day management and organisation of the workshop facility at Sutton Farm, Witney including:
    - Potential for key holding and delegated responsibility for security of the facility and all equipment stored within.
    - Health and Safety management and compliance at the facility and all operational equipment.
    - Maintenance of stocks of materials / equipment and hired plant.
    - Implementation of servicing and repair of equipment in line with agreed protocols and schedules.
  - To assist in maintaining accurate records of:
    - Works undertaken by the TAPS Team across the County Council's portfolio.
    - Health and Safety compliance [including CoSHH / PUWER and LOLER] and regulation.
    - Equipment owned and/or managed by the Tree Service/CADT.
  - Any other duties as may be deemed necessary to carry out the full remit of the role and to support the work of the team and wider service.

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed.

**If you do not complete a full supporting statement in the requested format your application may be rejected.**

<b>Essential Criteria (EC)</b>	<b>Assessed By:</b>
1. Education to GCSE standard and/or NVQ, NC or 1st Diploma BTEC in horticulture, arboriculture, countryside management, landscape, agriculture, forestry or related subject.	A, D
2. A minimum of 12 months experience in a related field of work. This should include experience in the application and maintenance of tools, machinery and small plant to deliver high quality practical projects.	A, I
3. Proven ability to communicate effectively with a wide range of people including landowners, occupiers, contractors, colleagues and the public	A, I
4. Proven ability to read and accurately interpret/navigate to remote locations using maps	A, I, T
5. Proven record of compliance with relevant Health & Safety legislation and its implication and application in the workplace.	A, I
6. Proven ability to work towards and meet agreed deadlines as a highly motivated and effective individual and as a part of a team.	A, I
7. Demonstrate experience of working collaboratively across multiple disciplines within an organisation to provide positive solutions.	A, I
8. Have a full and valid driving license.	A, D
9. Demonstrate the ability to follow clear instruction.	A, I, T
<b>Desirable Criteria (DC)</b>	<b>Assessed By:</b>
10. Training elements to nationally recognised standards of attainment in chainsaw related operations [NPTC 002003 / 002004] and / or other plant and machinery operation e.g. brushcutter, tractor operations etc.	A, D
11. Level 2 qualification in Forestry / Arboriculture.	A, D
12. Current/valid First Aid at Work / Emergency First Aid certification	A, D

13. Experience of towing trailers	A, D, I
14. Experience of driving off-road vehicles with trailers, tractors and small plant both on and off road.	A, I
15. An understanding of nature conservation and associated legislation.	A, I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input checked="" type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
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<input checked="" type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or OCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input checked="" type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input checked="" type="checkbox"/>	Working on / or near a road	<input checked="" type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input checked="" type="checkbox"/>	Regular work with skin irritants/ allergens
<input checked="" type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input checked="" type="checkbox"/>	Work requiring respirators or masks	<input checked="" type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input checked="" type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input checked="" type="checkbox"/>	Other (please specify): Detailed within Tree Service and CADT Risk Assessments		