



## Job Summary Overview

|                                   |                                                          |
|-----------------------------------|----------------------------------------------------------|
| <b>Job title</b>                  | Tree Service Manager                                     |
| <b>Career family</b>              | Place, Public Protection and Regulatory                  |
| <b>Professional pathway</b>       | Environment and Climate Action                           |
| <b>Career family level</b>        | Senior Manager (Tier 5)                                  |
| <b>Grade</b>                      | G15                                                      |
| <b>Reports to</b>                 | Operational Manager – Countryside & Heritage             |
| <b>Financial responsibility</b>   | £700k revenue<br>£3m capital (variable)                  |
| <b>Supervisory responsibility</b> | Service manager with 4 direct reports, service of 16 FTE |
| <b>Reference number</b>           |                                                          |

## Job Summary

Leading and managing the Tree Service, a team of professionals ensuring the proactive management and maintenance of the council's tree assets across the highway network and landholding portfolio.

The postholder is responsible for all strategic aspects of tree care operations, tree planting and managing of emerging arboricultural threats, including Ash Dieback.

Provide professional leadership for arboricultural matters across the authority, providing advice on all tree related issues to all directorates, Elected Members, outside agencies and advise on major / strategic projects relating to larger developments and schemes.

Lead on policy creation, development and implementation to ensure all directorates comply with current best practice and legislative requirements in relation to trees.

Lead on development and implementation of a Tree Strategy for the county, collaborating with district and city councils to aid consistency of strategic tree care operations, tree planting, tree protection and management of emerging arboricultural threats.

Develop relationships with external organisations and stakeholders to showcase Oxfordshire nationally as a leader in public tree care and seek opportunities to collaborate to improve national arboricultural practice and guidance.

### Key Responsibilities:

- Provide specialist arboricultural advice to stakeholders and ensure the proactive management and maintenance of the council's tree assets.
- Support the Tree Service with escalated, complex or contentious enquiries.



- Responsible for the development and delivery of the Highway Tree Management Plan, the Property & Estates Strategic Tree Care Plan, the Ash Dieback Strategy and other strategies as they become necessary.
- Responsible for the Tree and Aftercare Planting Service, ensuring delivery of objectives within financial parameters and support the Team Leader with identifying opportunities to commercialise the service.
- Lead on the development and expansion of the tree database, ensuring records are accurately maintained, while building relationships and sharing information about the data both within and outside the council.
- Identify commercial opportunities to enable the service to potentially generate an external income stream.
- Identify and apply for funding from external bodies to supplement the Council's investment to expand tree planting activity on the Council's portfolio and the wider public realm.
- Lead on and develop capital business cases and oversee delivery of capital funded programmes, as required.
- Support the Tree Service to develop a community and volunteer engagement programme to promote the positive benefits of tree management and planting to secure commitment and investment through the wider community.
- Demonstrate customer satisfaction and advocate for high quality community engagement, through development of the green volunteering offer.
- Managing the full contract lifecycle for outsourced work, including procurement, performance monitoring, and compliance.
- Lead on tree-related LGR opportunities and synergies through development of options for LGR implementation, when determined.

| Specific requirements                                                                                                                                                                                            | Essential<br><i>Mark with ✓</i> | Desirable<br><i>Mark with ✓</i> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|
| Level 5 Arboricultural qualification or equivalent demonstrable experience working at a senior level.                                                                                                            | ✓                               |                                 |
| Level 3 Leadership and management qualification or equivalent                                                                                                                                                    | ✓                               |                                 |
| Significant experience of working at a theoretical, practical and procedural level within professional arboriculture, preferably within a public-sector context.                                                 | ✓                               |                                 |
| Detailed knowledge of the planning system and how this relates to trees, especially in matters relating the Town and Country Planning Act 1990.                                                                  | ✓                               |                                 |
| Significant experience in conducting practical VTA (Visual Tree Assessment) arboricultural surveys, determining 'risk' associated with challenging situations and prescribing works to mitigate hazardous trees. | ✓                               |                                 |
| Working knowledge of legislative requirements for the arboricultural specialism, in the context of common, statute, and case law                                                                                 | ✓                               |                                 |
| LANTRA Professional Tree Inspection.                                                                                                                                                                             | ✓                               |                                 |



|                                                                                      |   |   |
|--------------------------------------------------------------------------------------|---|---|
| Knowledge of Geographic Information Systems (GIS) and tree data recording IT systems | ✓ |   |
| Full valid UK driving licence and own vehicle available for use.                     | ✓ |   |
| Level 4 Leadership and management qualification or equivalent                        |   | ✓ |

## Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy.
- Able to travel across the county and work from various office locations within the county.

## Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post 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                                                                                                                                |
| <input type="checkbox"/> | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| <input type="checkbox"/> | Working at height/ using ladders on a regular/ repetitive basis                                                              | x                        | Restricted postural change – prolonged sitting                                                                                                             |
| <input type="checkbox"/> | Lone working on a regular basis                                                                                              | <input type="checkbox"/> | Restricted postural change – prolonged standing                                                                                                            |
| <input type="checkbox"/> | Night work                                                                                                                   | <input type="checkbox"/> | Regular/repetitive bending/ squatting/ kneeling/crouching                                                                                                  |
| <input type="checkbox"/> | Rotating shift work                                                                                                          | <input type="checkbox"/> | Manual cleaning/ domestic duties                                                                                                                           |
| x                        | Working on/ or near a road                                                                                                   | x                        | Regular work outdoors                                                                                                                                      |
| x                        | 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 type="checkbox"/> | Regular work with skin irritants/ allergens                                                                                                                |
| <input type="checkbox"/> | Work requiring hearing protection (exposure to noise above action levels)                                                    | <input type="checkbox"/> | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)                                                            |
| <input type="checkbox"/> | Work requiring respirators or masks                                                                                          | <input type="checkbox"/> | Work with vibrating tools/ machinery                                                                                                                       |
| <input type="checkbox"/> | Work involving food handling                                                                                                 | <input type="checkbox"/> | Work with waste, refuse                                                                                                                                    |
| <input type="checkbox"/> | Potential exposure to blood or bodily fluids                                                                                 | x                        | Face-to-face contact with members of the public                                                                                                            |
| x                        | Other (please specify): As per Tree Service Risk Assessments                                                                 |                          |                                                                                                                                                            |



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