

Job Description and Person Specification

Role: Urban Forestry Officer



Job Description

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| Job Title | Urban Forestry Officer |
| Grade | 7 |
| Service | Environmental Services |
| Reports to | Parks and Openspaces Manager |
| Location | Whitley Depot and City Wide |
| Job Evaluation Code | A6144 |



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

Under the direction of the Parks & Openspaces Manager

1. To support the development and implementation of high quality, safe and accessible parks, open spaces and woodlands that contribute to the health, wellbeing, and quality of life of local people.
2. To be responsible for the day-to-day management and development of the city's Urban Forest including all woodlands.
3. To identify and deliver projects and initiatives that encourage and maximise the use and benefits of parks, open spaces and woodlands.

Main Duties & Key Accountabilities

1. Be responsible for the development, continuous improvement and day to day management of the Urban Forestry Service. Ensuring its effective operation in accordance with management plans, strategies, city council and departmental procedures and practices.
2. To effectively manage the Urban Forestry Team in the delivery of high-quality customer focussed services within agreed timescales and budget. Lead the team by setting objectives, monitoring performance and providing guidance and support as required.
3. To be responsible for the delivery of Urban Forestry services carried out in accordance with service specifications and customer requirements. Deploying resources effectively to ensure priorities are met on a daily/weekly/seasonally basis as appropriate.
4. To advise and guide the development of Urban Forestry policies and strategic aims, that provide improvement of the Urban Forest of Coventry.
5. To be responsible for the delivery of the Urban Forestry Strategy action plan, for the management of the council's tree stock, ensuring that this meets industry standards and council policy. Ensure that the council's tree stock is managed to the principles/standards agreed within the policy, undertaking all required monitoring and reporting.
6. To be responsible for sourcing external income to support the increase of the tree canopy cover of Coventry by accessing all appropriate funding streams.

7. To be the first point of contact for all matters relating to the council's trees and woodlands by taking responsibility for resolving all customer complaints, service enquiries and corporate complaints in a professional and responsive manner in accordance with the City Council's customer service strategy working closely with customer service personnel and operational managers.
8. Manage, motivate, train and develop team members to meet service objectives and maximise performance. Undertake regular staff appraisals and ensure training needs are met. Undertake recruitment and associated induction; and manage capability and disciplinary casework as required.
9. Ensure that the work of the team is effectively carried out and that appropriate monitoring takes place to ensure that all services are delivered to a high standard.
10. Actively promote involvement in and attend stakeholder meetings, to ensure a mutually beneficial development of communication and delivery of service objectives.
11. To develop and maintain and improve ICT systems and administration procedures concerned with tree asset management in conjunction with the relevant system administrator.
12. Ensure all statutory requirements in relation to the Highways Act 1980 and The Local Government (Misc Prov) Act 1976 and other relevant legislation, are met.
13. Develop and maintain appropriate management regimes for the tree assets across the Urban Forest, in connection with the Highway Asset Management Plan and Tree Risk Management Plan requirements.
14. Develop and maintain and improve an appropriate tree asset inspection system.
15. Develop and maintain service related specifications including the tendering of the Forestry contract in conjunction with the City Council's procurement procedures.
16. To manage appropriate Urban Forestry budgets, monitoring and reporting on these as required and ensuring that financial targets are met and financial systems are within the requirements of audit and the City Council's standing orders and procurement policy.
17. To assist the Parks & Openspaces Manager in the identification and implementation of "Best Practice" both internally and nationally in order to ensure continuous improvement and innovation in service delivery.
18. To assist in the development and to ensure compliance with QA systems and audit requirements.
19. Implement the Equalities action plan, developing appropriate positive action to redress inequality in the areas of employment and service delivery.

20. To actively participate as a member of the Parks Service Management Team in the management of the wider service area.
21. To ensure all staff know and accept their health and safety responsibilities and are adequately trained and resourced to discharge them.
Promote the implementation of the City Council's Health and Safety Policy.
22. Any other duties and responsibilities within the range of the salary grade

Key relationships

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| External Community / User Groups | Internal Streetpride Biodiversity / Planning / Parks |
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff directly managed by postholder:

Assistant Urban Forestry Officer x 1.4
Contract Manager Urban Forestry

Person specification

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| Job Evaluation Code | |
| Knowledge | |
| <ul style="list-style-type: none"> • Advanced knowledge of Arboricultural theories, concepts and procedures together with an advanced knowledge of the application of industry and local policies and procedures. • Advanced understanding of asset management strategies and data management. • Principles of effective supervision. • Understanding of formal HR practices (e.g. recruitment exercises, counselling, disciplinary and grievance matters) • Understanding of the principles of customer care • Detailed knowledge of relevant legislation eg. Highways Act 1980, Local Gov (Misc Prov) Act 1976 | |
| <ul style="list-style-type: none"> • Awareness of other cultural provision and benefits, and their potential links to the services delivered. | |
| <ul style="list-style-type: none"> • Understanding of modern local government in the provision of services. | |
| <ul style="list-style-type: none"> • Understanding of commercialisation principles and their relevance to the services delivered. | |
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| Skills and Abilities | |
| <ul style="list-style-type: none"> • Excellent verbal and written communication skills in order to advise and influence elected members, council officers, media and representatives of national, regional and local organisations. | |
| <ul style="list-style-type: none"> • Presentation skills. | |
| <ul style="list-style-type: none"> • Drawing up and implementing service and business plans to achieve policy objectives. | |
| <ul style="list-style-type: none"> • Able to think creatively and produce innovative solutions, | |

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| <ul style="list-style-type: none"> • Project and contract management skills. |
| <ul style="list-style-type: none"> • Staff management and development skills. |
| <ul style="list-style-type: none"> • Able to manage, motivate and develop a team in order to achieve business goals. |
| <ul style="list-style-type: none"> • The use of targets and measures to appraise progress |
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| Experience |
| <ul style="list-style-type: none"> • Senior management of urban forestry. |
| <ul style="list-style-type: none"> • Preparation and management of business and service plans, project proposals and applications for funding. |
| <ul style="list-style-type: none"> • Planning and managing complex budgets ensuring expenditure is within budgetary provision. |
| <ul style="list-style-type: none"> • Successful generation and management of external funds for service provision. |
| <ul style="list-style-type: none"> • Developing and maintaining effective partnerships to enhance service provision. |
| <ul style="list-style-type: none"> • Identification of commercial opportunities to maximise financial benefit. |
| Qualifications |
| <ul style="list-style-type: none"> • Degree level or equivalent relevant experience. |
| Special Requirements |
| <ul style="list-style-type: none"> • Ability to travel independently within Coventry and the sub region. • Duty management weekend and bank holiday cover as part of a rota |

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| Date Created | August 2024 | Date Reviewed | |
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