

**TOTTON & ELING TOWN COUNCIL
DRAFT JOB DESCRIPTION**

JOB TITLE **Arboricultural Officer**

SCP **19 - 22**

HOURS **10 hours per week**

LOCATION **Civic Centre**

RESPONSIBLE TO **Deputy Town Clerk**

RESPONSIBLE FOR **NA**

MAIN PURPOSE AND DIMENSIONS OF ROLE

To provide expertise and advice and assist others in the field of horticulture and arboriculture and to ensure that Totton and Eling Town Council manages the maintenance of its tree management, together with allotment inspections.

KEY RESPONSIBILITIES

OPERATIONAL MANAGEMENT

Receive calls investigate problems or complaints and decide on appropriate action.
Write specifications and contract documents for contract works.
Write and issue works orders to in-house DLO via supervisor. Monitor work done and resolve problems through DLO supervisor.
Prepare necessary documents and invite quotations for minor works from external contractors place orders and manage work done.
Prepare reports on various subjects
Carry out land search enquiries to establish ownership
Deal with calls from the general public regarding matters relating to tree management and allotments
Write specifications for grounds maintenance works and invite tender
Advise managers on landscape and building matters
Assist with allotment inspections

Manage and maintain allotment facilities.

FINANCIAL MANAGEMENT

Monitor allotment budgets and report to Deputy Town Clerk

CONTRACT MANAGEMENT

Manage contractors working for the Town Council including check and approve payments, settling disputes and final accounts.

PR/MARKETING

Liaise with Allotment Association and other bodies and maintain harmonious working relationships.

HEALTH & SAFETY

Comply with Council's Health & Safety Policy

PROJECTS

TBC

COMMITTEE

Attend Committee or other meetings, present reports and provide advice.

Any other reasonable and relevant tasks as required by the Council.

Participate in the Council's appraisal scheme

Assess own training needs and attend training courses as required

SKILLS, KNOWLEDGE AND EXPERIENCE

- Relevant professional qualifications
- Experience in similar customer-focused position
- Demonstrable evidence of managing contracts and budgets
- Excellent understanding of landscaping, trees, grounds maintenance and building works
- Liaison with customers and councillors
- Driving Licence essential

The postholder is required to have the appropriate range of skills, knowledge and experience to ensure key tasks are performed to the required standards in a professional and effective manner at all times. The postholder will be required to attend relevant training courses as deemed necessary by the Deputy Town Clerk.