

## Kent County Council

### Job Description: *Highway Tree Inspector*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highways &amp; Transportation – Soft Landscape Team</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Arboriculture Manager Supervised by – Tree Officer</b>

### **Purpose of the Job:**

To undertake Tree Safety Audits (TSA's) at various locations across the County and ad-hoc inspections daily at various locations across the County in accordance with meeting the requirements of the employer's duty of care.

The post holder will be accountable for the collection and accurate recording of asset data and will be required to deliver within defined timelines. The post holder will be required to raise and supervise works issued to contractors daily and updating systems and authorising completed works.

Customer liaison and a high degree of customer care will be required along with an ability to deal with high volumes of CSM enquiries and complaints on site. The role will be the first point of customer contact and resolution for incidents referred by the Contact Centre or other parts of the business, as may be required.

This may require the specification, scheduling, and prioritisation of emergency, ad-hoc and programmed maintenance and re-inspections for tree works and landscape maintenance. The post holder will be required to provide first point resolution on site and technical/consultancy support for both internal and external customers in addition to assisting the wider soft landscape team on various projects and environmental matters.

### **Main duties and responsibilities:**

- Collect inspection data for new and existing highway trees on site via a tablet device. Specifically, recording tree location, species, dimensions, and data such as age class, conditions, defects, required works and priority. In the case of re-inspections, a reduced version of the above, as required.
- Undertake pest and disease site monitoring and control.
- Assist in the preparation of work packages, programming of work and work permit and Kent Lane Rental issues, processes and procedures.
- Use specialist software to provide drawings and statistical information. Continuous update of the customer service and works ordering modules of Confirm (WAMS) – Asset Management System.
- Utilise specialist decay detection equipment where required.
- Specify and monitor tree works and landscape maintenance where required, communicating with contractors, collecting, and collating relevant records for asset data, quality and performance purposes.

- Assist in the collection of Operational Performance Measure (OPM) data and other supporting information where appropriate for service improvement purposes.
- Provide technical advice and support to other departments, the public and other stakeholders. Assist in compiling and communicating future programmes of work (reactive and planned) within Highways and Transportation and to other stakeholders as appropriate. Work generically and provide technical support across all the service functions within the team.
- Deal with customer complaints, enquiries, the public, elected members, parish and District Councils. Managing a positive customer experience particularly where the enquiry requires technical input. Collect and collate relevant records and statistics for the team to assist with the provision of information to other parts of the business.
- Liaise with internal and external stakeholders as required. These will include members of the public and elected representatives, as well as other bodies such as parish councils, utilities and transport operators.
- Undertake extensive travel throughout the County utilising provided KCC van, or own vehicle as required and carryout first point resolution (FPR) on site where possible utilising provided equipment.
- Undertake supplementary tasks as and when required, to support the wider team, supervisors, team leaders and Service Manager. Support and stand in for the relevant Tree Officer as required.
- Promote cross department working and coordination dealing with community groups as required. Foster seamless working with Highways Operations. Assist with providing training and technical workshops for Highway Operations and other KCC departments.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Highway Tree Inspector*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Education to GCSE or equivalent level, including passes at C grade or higher in Maths and English</li><li>• City &amp; Guilds accreditation in relevant subject or ONC/BTEC or equivalent</li><li>• Professional Tree Inspection Certificate (such as LANTRA level 3) or equivalent</li><li>• Technicians Certificate (Arboricultural Association) or other relevant level 3 Arboricultural qualification</li><li>• A Full UK Driving Licence</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Relevant public or commercial sector experience working in the arboricultural industry or recent qualified college leaver seeking first public sector tree inspector position</li><li>• Experience of working within a highways environment</li><li>• Experience of working in a customer-oriented environment at a technical level and dealing with the public on tree matters</li><li>• Experience of Visual tree Assessment (VTA) assessment and methodology</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Computer literate. Able to use MS Office and other typical general office packages, and also specialist tree related software packages, including GIS or similar mapping package</li><li>• Knowledge and experience of the Confirm (WAMS) system</li><li>• IT capability – ability to be able to collect and record field data on site using iPads, provided by KCC for both urban</li><li>• and rural tree inspections (all weather and multi terrain)</li><li>• Able to communicate effectively and manage customer expectations, both verbally and in writing, at all levels with internal and external stakeholders and members of the public in difficult circumstances</li><li>• Skill sets to manage information and communicate with a variety of stakeholders, with differing agendas</li><li>• Able to carry out walked inspections (average 6-8km per day) and drive-by inspections throughout Kent</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to carry out First Point Resolution (FPR) on site through manual means utilising provided equipment</li> <li>• Ability to drive to sites throughout Kent, via use of own vehicle, or provided KCC van and work in isolation or as part of a team</li> </ul>
<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Relevant knowledge of legislation and codes of practice related to Health &amp; Safety, risk assessment, NRSWA Chapter 8</li> <li>• An understanding of TPO's and Conservation area legislation and its interface with the management of amenity trees</li> <li>• A working knowledge of the Wildlife and Countryside Act</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make Our values enable us to build a culture that is:</li> </ul> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>