



Wigan[♥]
Council

Request

Can you please provide me with you Job Description and Person spec for your Lead Arborist or Working supervisor Arborist role. I will also need the pay scales and salary linked to the role.

It would be good if possible to give me contact details for your parks, grounds maintenance and street scene managers. It would be good to start a networking group so we can share best practices.

Response

Please see attached document.

Mike Cheers Parks and
Streetscene Operations
Manager – West
M.Cheers@wigan.gov.uk

Mike King Parks and
Streetscene Operations
Manager - East
M.King@wigan.gov.uk



Your job

Job Title: Arborist Team Leader

Service: Parks and Streetscene

Grade: G6 £27,334 - £30,296

Reporting to: Parks and Streetscene Supervisor

As an Arborist Team Leader you will Lead a team of arborists. You will direct and control individuals and teams of employees to maximise output, efficiency and to ensure that tasks are completed to specification standard. You will be accountable for the effective delivery of day to day arboriculture maintenance operations, including climbing trees, working at height, use of chainsaws on the ground, use of chainsaws in trees, aerial rescue, thinning, felling, reducing, lifting, pruning, stump grinding. You will be responsible for ensuring the required quality standards are achieved including H & S. You will also assist the Greenspaces supervisor in work planning, prioritising your team's workloads and allocating tasks and resources to ensure relevant productivity levels are achieved.

You will lead by example by always displaying the Wigan behaviours and support the Greenspaces Supervisor by actively seeking ways to improve the service, suggesting new ways of working and embracing change.

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

In this job you will:

In the next 12 months, you will:

On an ongoing basis you will:

- Support the services Health and Safety systems by undertaking Risk Assessments, maintaining safe systems of work and contributing to the Health and Safety task audit process.
- Lead a team of arborists in undertaking a full range of operational and arboriculture maintenance tasks in accordance with the required standards of the service and compliant with Health & Safety, in such a way that they maximise output and efficiency.
- Maintain relevant operational records and documentation and submit them promptly.
- Undertake driving duties, such as transporting staff, machinery, wood chippers and materials, and take responsibility for the security of vehicles, machinery and materials, including fuel, allocated to you.
- Provide an 'eyes and ears' service across the Borough by reporting any problems you observe, such as blocked gullies, fly tipping, safeguarding issues or anti-social behaviour through the appropriate channels.
- Liaise with colleagues, customers and members of the public, as required, to ensure a quality service is delivered and safety is maintained, particularly around working areas.
- Provide emergency on call cover and respond to out of hours emergency tree work, ensuring the safety of the community.
- Resolve day to day problems, enquiries and complaints.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Industry standard operational qualifications including – CS -30, 31,34, 35, 36, 38, 39, 41
- Demonstrated supervisory experience along with knowledge, skills and operational experience gained within an operational grounds maintenance organisation or in a similar environment.
- A full driving licence including the provision to tow trailers and wood chippers.
- The ability to work on your own initiative to deadlines, under pressure and within set procedures.
- Awareness of the Wildlife and Countryside Act and of the Chapter 8 Regulations and their implementation.
- Good communication skills both with colleagues and members of the public, displaying tact, understanding and assertiveness, when necessary.
- Ability to carry out equipment inspection including mechanical, ladders, ropes & harness.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”