



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Arboriculturalist**

**Reference: 007447**

Salary: £9,373.00 - £10,330.50 Annually

Closing Date: 30/04/2017

### **Benefits & Grade**

Grade K

### **Contract Details**

Permanent

### **Contract Hours**

18.5 hours per week, work pattern – week 1 Monday, Tuesday Wednesday, week 2 working Thursday and Friday.

### **Job Description**

We are looking for a climbing Arboriculturalist who will work as part of a team, carrying out a complete range of tree maintenance work including pruning, felling and planting operations, using modern techniques.

We are looking for a self-motivated and enthusiastic individual. You will have valid and relevant NPTC Certification and have experience at craft level.

A First Aid certificate would be an advantage.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Phil Haynes, Senior Arboriculturalist Officer, on 01325 406657.

An online application form and further information are available from [www.darlington.gov.uk/jobs](http://www.darlington.gov.uk/jobs). Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

**DARLINGTON BOROUGH COUNCIL**  
**NEIGHBOURHOOD SERVICES AND RESOURCES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Arboriculturalist
<b><u>GRADE :</u></b>	K
<b><u>EVALUATION REF :</u></b>	B1230
<b><u>REPORTING RELATIONSHIP</u></b>	The post reports to Senior Arboricultural Officer
<b><u>JOB PURPOSE :</u></b>	To provide and effective tree maintenance service for the Council.
<b><u>POST NO.</u></b>	D11152
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

**MAIN DUTIES/RESPONSIBILITIES**

1. To be a part of a tree team, undertaking climbing and necessary ground work to ensure the efficient safe working practice to meet the arboricultural standards in accordance with BS3998 and other related British standards
2. To be flexible in your approach to work and able to undertake other duties with relation to your grade, which may be required within the Arboricultural Section
3. To ensure that current safe working practices are observed in accordance with statutory requirements and the Council's and Department's Health and Safety at Work policies
4. To maintain and look after equipment to the required standard needed for safe working use in accordance with statutory requirements and the Council's and Department's Health and Safety at work policies
5. To undertake regular routine checks on equipment to ensure safe use
6. To comply with health and safety policy systems, report any incidents/accidents/ hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others
7. To be polite, courteous and informative to members of the public.
8. To undertake call out duties as required by the service and/or Call Out Manager.
9. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
10. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other

matters covered by the Code.

11. Carry out your role in line with the Council's Equality agenda.
12. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
13. Any other duties of a similar nature related to this post that may be required from time-to-time.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: July 2015

**DARLINGTON BOROUGH COUNCIL**

**NEIGHBOURHOOD SERVICES AND RESOURCES**

**PERSON SPECIFICATION**

**POST NO - D11152**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
<b>Qualifications &amp; Education</b>			
<b>1</b>	NPTC or equivalent tree climbing qualification	<b>E</b>	
<b>2</b>	NVQ Level 2 or equivalent in a relevant subject, e.g. arboriculture, forestry		<b>D</b>
<b>3</b>	First Aid certification		<b>D</b>
<b>Experience &amp; Knowledge</b>			
<b>4</b>	Approximately one years' experience of working within a tree team as a climber at craft level	<b>E</b>	
<b>5</b>	Up to date knowledge of arboriculture good practice and experience of completing work to BS3998 standard	<b>E</b>	
<b>6</b>	An understanding of relevant Health & Safety at Work legislation	<b>E</b>	
<b>7</b>	Knowledge of and ability to identify tree species	<b>E</b>	
<b>8</b>	Knowledge of customer care		<b>D</b>
<b>9</b>	Knowledge of quality standards		<b>D</b>
<b>Skills</b>			
<b>10</b>	Ability to maintain equipment	<b>E</b>	
<b>11</b>	Ability to communicate orally to a wide range of audiences, including members of the public	<b>E</b>	
<b>12</b>	Ability to anticipate and evaluate potentially dangerous working conditions	<b>E</b>	
<b>13</b>	Ability to plan work with minimum supervision	<b>E</b>	
<b>14</b>	Ability to work successful as part of a team	<b>E</b>	
<b>15</b>	Ability to solve problems	<b>E</b>	
<b>Personal Attributes</b>			
<b>16</b>	Self-motivated with an enthusiastic approach to work	<b>E</b>	
<b>Special Requirements</b>			
<b>17</b>	The successful applicant will be expected to wear the uniform provided	<b>E</b>	

<b>18</b>	Able to undertake call out duties as required, which would include out of hours/unsocial hours working	<b>E</b>	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Part time applications**

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

### **Payment of Wages and Salaries**

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.