

## JOB DESCRIPTION

**JOB TITLE:** Assistant Arboricultural Consultant

**TEAM:** NWS

**POST HOLDER:**

**DATE:** May 26

**PLACE OF WORK:** Hybrid of NWT HQ / home **Approved and agreed: EW**

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### Job Overview

NWS are delighted to offer an opportunity to find a Tree Surveyor and Consultant to support contracts in and around East Anglia.

You will be carrying out field-based surveys, collecting data, writing reports, and supporting TPO applications. You'll be comfortable working with clients, personable, and keen to continue your arboriculture career growth.

This opportunity will suit someone who is focused on training toward a higher-level arboricultural diploma and has excellent BS5837 survey experience, strong tree species and veteran tree as well as good knowledge of trees in the planning system.

Knowledge and experience of tree risk assessments, tree planting and aftercare, biology, physiology, and morphology of trees.

You will be comfortable working in an unsupervised capacity and will be confident working and operating with a range of clients.

The role offers an opportunity to work with the Ecology team in assisting with tasks within the field.

### Job Specification

This job is advertised as a part time (3 days) fixed term contract for 12 months.

Salary: £16,265.13 gross per annum (£27,108 FTE).

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### REPORTING TO

Senior Arboricultural Consultant

### REPORTING TO JOB HOLDER

Interns, volunteers

### OTHER WORKING RELATIONSHIPS

#### Within the organisation

Other NWS staff, other NWT staff, volunteers

#### Outside the organisation:

A wide range of NWS clients including individuals, landowners, developers, construction firms, professional agents, other commercial organisations, statutory organisations such as Forestry Commission, Natural England, Environment Agency, DEFRA, Local Authority planners and tree officers, other specialists, suppliers and contractors.

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### MAIN DUTIES

1. Undertake and complete a wide range of Arboricultural consultancy contracts including preparing quotes, work programming, liaison with clients, undertaking fieldwork, report writing and procuring works. This work will involve:
  - Completion of arboricultural impact assessment and mitigation reports for planning to BS 5837:2012
  - Offering woodland and forestry management advice, such as forestry scheme surveys and applications, woodland management plans and tree planting for community groups and commercial sites
  - Undertaking tree safety surveys for landowners and recommending tree care works.
  - Providing detailed planting specifications and work as part of the design team within a development.
2. Implement Arboricultural aspects of the NWS Business Strategy, including promoting and developing the consultancy business and achieving its financial targets.
3. Work with the Senior Arboricultural Consultant and Principal Ecologist (consultancy manager) and other NWS staff as needed to ensure all work is undertaken to agreed standards and delivered on time.
4. Where required work and liaise with the list of approved sub-contractors and associates, ensuring that their work meets the individual contract requirements.
5. Write and provide clear and concise reports according to agreed standards along with well-presented data, maps, plan and other visual aids where appropriate.
6. Ensure a high standard of customer care, including whilst liaising with potential clients, dealing with statutory bodies and local councils, and in working with other wildlife consultancies.
7. Ensure that all records are properly kept and stored in an accessible format. Assist with the keeping of proper records of income and expenditure for each consultancy contract.

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## **OTHER DUTIES**

1. Work in accordance with the NWT and NWS Health & Safety policies and contribute to the maintenance of a healthy and safe working environment.
2. Undertake other ad hoc duties and projects involved with the ecological business as agreed with the Principal Ecologist.

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## **PERSON SPECIFICATION:**

Minimum of 2 years' experience within a commercial arboricultural operation or similar business environment, where involvement in business development can be demonstrated.

Educated to at least a Level 3 equivalent qualification in Arboriculture or a related subject; or substantial equivalent practical experience and proven knowledge. Experience of, or aptitude for, promoting arboricultural services and securing contracts would be beneficial.

Experience or knowledge of:

- Arboricultural impact assessment, including British Standard 5837:2012 and its practical application
- Lantra Professional Tree Inspection or equivalent qualification.
- Planting schemes and management for woodland and forestry e.g. Forestry Commission grant scheme applications, SSSI management advice, forestry management
- Assessment of trees for bats, and knowledge of potential impacts of forestry operations on protected species and sites.

A broad-based and sound understanding of wider context surrounding arboricultural consultancy work including subjects such as:

- Legislation
- Landscape and landscaping
- Forestry and the environment
- Conservation and wider environmental issues
- Wildlife conservation, its requirements and its management needs
- The wider planning system
- Business sector needs

Proven experience of managing workloads to meet deadlines, including willingness to work flexible hours as required by workload requirements.

Excellent computer skills in the use of Microsoft Word, Excel, Access, Outlook and of arboricultural and surveying software packages.

An understanding of the principles of landscape scale approaches to nature conservation and ecological networks, and of the Wildlife Trusts' Living Landscape approach nationally, is desirable.

An ability to communicate effectively with clients and staff in other organisations, including to offer a high level of customer care and the ability to promote the company.

Full UK driving licence and ability to travel to rural locations not served by public transport.

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## **LIMITS OF AUTHORITY**

Sign own correspondence  
Engage approved sub-contractors  
Commit expenditure within agreed limits

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## **HEALTH & SAFETY**

Attached with contract

