

**Job Description and Person Specification**

**Job details**

Job title: Arborist Apprentice

Grade:

Reports to: Arboricultural Development Manager

Responsible for: N/A

Directorate and Service area: Assets and Environment

**Purpose of the job**

**To assist in the delivery of the day-to-day operational issues of arboriculture within the Arboricultural Team under supervision and to complete the Arborist Apprenticeship**

**Description**

Working out of our Robinson Way Depot in Kettering to support Arborists in delivering high quality standards of tree care within North Northamptonshire’s Assets and Environment team across the area. The apprenticeship role offers hands on experience while studying towards a formal qualification contributing to the planting, maintenance and removal of trees.

**Principal responsibilities**

* To work towards and achieving the Arborist Apprenticeship with either a Pass or Distinction grade
* Carry out relevant site-based tasks as directed to ensure the gathering of knowledge, skills and behaviours of your apprenticeship, using both knowledge received through college work and practical experience gained through the workplace
* To continually train and develop yourself in line with the Knowledge, Skills and Behaviours of the apprenticeship
* To attend mentoring sessions where applicable
* Use of arboriculture care equipment to perform tree care and maintenance across the Councils tree stock and other associated tasks within the expected remit of Assets and Environment provision across Parks and Open Spaces, identified Council assets and other locations within the area of operation as directed by the Arboricultural Development Manager in line with the Councils relevant policy and procedures.
* To work in all weather conditions providing service outcomes across the area of operation as directed.
* To carry out all routine inspections of equipment prior to use and to ensure that equipment is clean, adequately greased, levels are topped up and maintained, stored and returned as directed.
* To adhere to the requirements of the Fleet division carrying out all operational inspections to vehicles as directed.
* Ensure that all Health and Safety procedures are always followed and any hazards reported immediately. Understand and follow, North Northamptonshire Councils Health and Safety Management System at all times.
* To carry out relevant site-based tasks as directed to ensure the safe/compliant delivery of arboriculture tasks. To ensure policies and procedures are always adhered to whilst performing any tasks across the Council’s estate.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

**Special features of the post**

**A work pattern outside of standard office hours will be required including some Bank Holiday, morning, evening and weekend working.**

**Person Specification**

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | To work towards the appropriate recognised apprenticeship standard | Maths and English at a grade 3 or equivalent / willing to work towards |
| Experience and Knowledge | Good communication skills  Ability to follow instructions  Health and Safety aware | Practical experience of gardening/manual work |
| Ability and Skills | Capacity to undertake physical aspects of the role including manual handling, walking long distances, using pedestrian equipment and working in all weather conditions.  Ability to work at height  Ability to work as part of a team to deliver objectives and standards across Council assets.  Willing to undertake training | The ability to converse at ease with members of the public and provide advice |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  | Willing to work towards gaining a Driving Licence |