

Tree and Woodland Assistant

Job Description and Person Specification

Directorate:	Environment	Service:	Public Realm
Post Title:	Tree and Woodland Assistant		
Responsible to:	Tree and Woodland Officer	Responsible for:	N/A
Grade:	5		
Location:	Civic Centre		

Job Purpose:

To undertake and record detailed surveys and inspections of the Councils trees and woodlands and comprehensive inspections covering a range of checks in Public Open Spaces.

To operate and undertake duties across the full range and remit of Operational Services in terms of providing effective, modern front-line services within Wyre.

Key Tasks & Responsibilities:

The postholder will be expected: -

- To undertake all tasks and responsibilities in accordance with statutory and regulatory requirements and the council's policies and procedures.
- To undertake and record thorough inspections of trees and woodlands and carry out site inspections as required
- To undertake survey work associated with the development and implementation of environmental projects.
- To explore opportunities for external funding for environmental projects, to secure the funding by effective liaison with appropriate bodies and individuals.
- To aid with the preparation of new and the review of existing Tree Preservation Orders as instructed.
- To undertake site inspections and record information
- Monitor and record the standard of work provided by external contractors employed to carry out specialist tree works in or for ground works in our parks & open spaces.

- To update records competently of maintenance and repairs completed and make safe and report any vandalism.
- Adhere to the Council's health and safety policy to ensure that risk assessments are carried out
- Log any jobs that work that need actioning
- To represent the service and/or council at relevant meetings, as required. Contribute to achieving the targets in the project brief set out in the Council Plan. Any other duties as may be required by the Environment Director from time to time commensurate with the grading of the post.

Assist with duties including:

- Producing work programmes resulting from thorough inspections of trees and woodlands.
- Tree planting, including one-off memorial trees.
- Inspections of all newly planted trees over a 3–5-year plan.
- Organising and participating in related scheduled maintenance work in collaboration with others.
- Determining suitable sites for the planting of new trees, creating associated project plans including appropriate tree species selection, schedule and specifications.
- Applying for tree planting and general environmental grants.
- Assisting with woodland and biodiversity management plans.
- Collaborating with key stakeholders and landowners to identify new sites and projects.
- Communicating with the community (consultations) and communications team.
- Organising and participating in projects related events with schools and other organisations.
- Assist with the development and implementation of the potential woodland memorial site.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.

- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
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QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Good general level of education	Essential	Application
Technical Arboriculture or environmental qualification	Essential	Application
Vocational experience in relevant role	Desirable	Application
Practical Arboricultural qualification	Desirable	Application
Evidence of continuing professional development.	Desirable	Application /Interview
Excellent ICT skills and experience with spreadsheets	Essential	Application

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
A strong ability to identify tree species and signs of tree ill health and determine	Essential	Application/Interview

appropriate and timely management requirements.		
A good understanding of issues relating to the environment, biodiversity and trees	Essential	Application/Interview
Risk/Health and Safety Inspection	Desirable	Application/Interview
Ability to understand, extract and interpret data from a range of sources	Essential	Application/Interview
Ability to priorities and organise workload with good time management and initiative	Essential	Application/Interview
Ability to present information in a format that they will easily understand	Essential	Application/Interview
Takes responsibility for own personal development	Essential	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience and ability to work towards deadlines	Essential	Application/Interview
Experience of working remotely and on site.	Essential	Application/Interview
Valid working knowledge of industry best practice regarding tree selection, planting aftercare and tree works.	Desirable	Application/Interview
Experience and ability to work as part of a team.	Essential	Application/Interview
Experience of working inputting data and using GIS systems	Essential	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Post holder must have a full UK driving licence
- Post holder will be required to carry out occasional out of normal working hours repairs
- Post holder will be required to be competent in the use of a smart phone, tablet and computer-based programs such as Microsoft Outlook ,Excel, Word, One Drive.

Prepared by: Christina Marginson

Date: March 2026

Post Holder Signature:

Date: