

Job Description

Job Title:	Green Earth Arborist
Directorate:	Communities and Housing
Department:	Communities
Location:	Rising Sun Industrial Estate, Blaina, NP13 3JW
Reports To	Green Earth Team Leader
Date Agreed:	August 2025

Job Purpose

Through a range of arboricultural maintenance and intervention tasks, lead on the conservation and improvement of Tai Calon's tree stock. Provide a high quality, safe, effective and efficient service ensuring value for money, a culture of high performance, continuous improvement and excellent customer service.

Values

Our Values, which support our Vision, Mission, and Aims, are CALON. These values are vital to our work as an organisation and are encouraged as our culture and way of working.

C – Creativity: We want people to think differently, challenge processes where they can see improvement, and take risks.

A – Authentic: We want people to be themselves and be open, honest and trustworthy, and act with integrity.

L – Learning: We want people to understand the importance of learning as an ongoing approach to success in their roles.

O – Ownership: We want people to take ownership of work and actions by being accountable to themselves and others, which includes learning from mistakes and trying new things.

N – “Not on your own”: We are one team, working collaboratively and together, with care, empathy, and consideration. We cannot do our jobs without each other.

Core Responsibilities

- To ensure the general maintenance of Tai Calon's green spaces through methods such as grass cutting, ground/weed clearance, pesticide application and tree surgery operations.
- Responsible for the completion of electronic day sheets, job notes and application logs
- Check equipment before use and carry out weekly maintenance on all plant / tools and PPE, including the completion of relevant paperwork.
- Use best / safe practice on all tasks and ensure that appropriate PPE is used
- Ensure that all work within assigned area is carried out to a high standard and take a proactive role in making decisions and problem solving on site.
- Work alongside the Green Earth Team Leader in supporting and supervising any trainees, placements and volunteers with Tai Calon.
- To operate and ensure the proper use of machinery and equipment at all times within your training capabilities including Chain Saws, Woodchippers, Climbing and Rigging Kits, Strimmers, Brush Cutters, Mowers and Hand Tools.
- To be responsible for the maintenance of all issued PPE, including specialist equipment for chainsaw use and herbicide application. Report any issues, concerns or items that require attention to your Team Leader.
- Maintain an up-to-date knowledge of safe working practices and associated Health and Safety legislation and regulations within all aspects of the role.
- To carry out practical conservation and improvement tasks as required within the role.
- Drive company vehicles and tow trailers and woodchippers as required to transport operatives, equipment and waste products.
- To be accountable and responsible for keeping accurate records of work undertaken and completed for the area in which you work.
- To work as the lead element of a multi-disciplinary team in undertaking domestic and commercial tree work related projects.
- To apply safe working practices and use appropriate safety equipment when undertaking arboricultural operations including climbing.
- Maintain an up-to-date knowledge of best arboriculture practices, including awareness of tree species, associated common diseases and use of equipment.
- Responsible for maintaining climbing kit in accordance with Lifting Operations Lifting Equipment Regulations (LOLER).

- Responsible for the safe use, storage and practical application of herbicides.
- Contribute to the continued development of safe working practices within the team including the creation and monitoring of risk assessments and method statements, and the creation of site-specific dynamic risk assessments relating to works undertaken.
- Contribute to the process for identifying tree-related risks including the gathering and recording of relevant information on Tai Calon's tree stock.
- Ensure the general maintenance of arboricultural equipment including chainsaws.
- Required to undertake training updates relating to tree climbing and rescue operations to ensure the maintenance of safety standards within the team.
- Note: The duties and responsibilities may vary without changing the general character of the duties or level of responsibilities entailed. The post holder is, therefore, expected to undertake such other duties as may be requested, provided the general character of the duties or level of responsibility does not change.

Other Responsibilities

Other

- To work closely with the team leader and Green Earth Project Manager ensuring all health & Safety requirements are met onsite.
- Directly liaise with tenants giving effective communication and meeting their requirements whilst arranging tree works in and around their properties and nearby communal areas.

Equipment

The role is responsible for the control, testing and maintenance of plant/equipment and applying appropriate recording measures.

- PPE including specialist protective equipment for chainsaw and/or herbicide use
- PDA / Tablet including (GIS tree data)
- Fuel card
- Mobile phone
- Access to a purchasing card.
- Specialist arboriculture equipment, including climbing and rigging kits
- Other non-specified equipment as required.

Risk, Health, Safety and Environmental

- Ensure all tasks are managed in a safe manner and risks are mitigated
- Ensure all works undertaken adhere to and comply with current regulations, method statements and risk assessments.
- Monitor first aid kits, including specialist trauma equipment, in relation to chainsaw work
- Working at heights, undertaking arboricultural operations with specialist equipment.
- Responsible for the provision of first aid cover within teams.
- Ensure that fire extinguishers distributed to team vehicles are appropriately secured and maintained.
- Ensure allocated climbing kits and PPE are correctly maintained.

Work Environment

- The physical environment requires the employee to mainly work outside on site on a daily basis in heat/cold, wet/humid, and dry/arid conditions, dependant on the season.
- The work frequently requires high and constant levels of physical exertion
- Undertaking high risk and complex tree surgery operations and working at heights
- Required to use personal protective equipment when carrying out tasks on site including specialist chainsaw equipment.
- Required to use a variety of powered and non-powered tools.
- Frequently exposed to slippery, wet, muddy conditions that can contribute to slips, trips and falls onsite.
- Work in properties and communal areas and deal with tenants concerns sometimes in difficult and complex circumstances.

Organisational Responsibilities

- Represent Tai Calon in a professional manner at all times.
- Ensure that all Tai Calon policies and procedures are adhered to.
- Comply with the Organisation's Health and Safety Policies and Procedures.
- Understand and demonstrate the principles of confidentiality.
- Observe and continually promote Tai Calon's Equality, Diversity and Inclusion Policy.
- To promote and continually work to Tai Calon's values.

Essential	Desirable	PERSON SPECIFICATION Job Title: Green Earth Arborist	How Assessed		
			Application Form	Interview	Practical
1. Qualifications					
✓		Educated to level 2 National Qualification Framework for England, Wales and Northern Ireland or willing to work towards	✓		
	✓	NPTC Pesticide PA1 and PA6, or willing to undertake training	✓		
	✓	Application of Eco plugs. Specialist stump poison	✓		
	✓	Stem injection of pesticide	✓		
✓		NPTC cross-cutting, maintenance chainsaw. Felling, processing small or medium trees	✓		
✓		NPTC / LANTRA wood chipper	✓		
✓		NPTC City & Guilds Tree Climbing and Rescue	✓		
✓		NPTC City & Guilds Chainsaw from Rope and Harness	✓		
✓		NPTC / LANTRA brush cutter or willing to undertake training	✓		
✓		CIEH Manual handling or willing to undertake training	✓		
✓		Up-to-date first aid certificates or willing to undertake training	✓		
	✓	CSCS Card	✓		
	✓	Street Works (Chapter 8) Qualification or willing to undertake training	✓		
✓		Sharps awareness Training or willing to work towards	✓		
✓		Asbestos awareness Training or willing to work towards	✓		
	✓	Tractor Driving Certificate	✓		
✓		NPTC stump grinder or willing to undertake training	✓		

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	✓	Accredited HHSRS Certificate	✓		
	✓	NTPC City & Guilds or LANTRA land-based skills certificate.	✓		
2. Knowledge					
✓		Detailed knowledge of environmental issues and relevant experience.	✓	✓	
✓		Interest in natural history	✓	✓	
	✓	Knowledge of the social housing sector in Wales		✓	
✓		Knowledge of tree identification and physiology	✓	✓	
✓		Maintain an up-to-date knowledge of best arboriculture practices, including awareness of tree species, associated common diseases, and equipment use.	✓	✓	
✓		Working knowledge of climbing and rigging kit maintenance and safety inspections in relation to LOLER	✓	✓	
	✓	Knowledge or experience of the use of GIS mapping relating to arboriculture operations.	✓	✓	
3. Experience					
✓		Experience within a similar role with similar responsibilities	✓	✓	
✓		Experience of carrying out and recording dynamic risk assessments			
	✓	Experience of using Microsoft Office including Word, Excel & PowerPoint.	✓		✓
✓		Experience of working with statutory, community, voluntary and business sectors.		✓	
✓		Experience of towing trailers and wood chippers and/or willing to undertake training within a reasonable timeframe.	✓		

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4. Skills					
✓		Be able to demonstrate excellent written and verbal communication skills.	✓	✓	
✓		Ability to appropriately assess and record risks in relation to trees, tree surgery operations and associated equipment	✓	✓	
✓		Excellent people skills, very personable and able to develop good working relationships.		✓	
✓		Well organised with an attention to detail to ensure effective work planning, prioritisation, multi-tasking and the meeting of deadlines of own work and that of others.	✓	✓	
✓		Able to problem solve and make sound judgements of decision when required.		✓	
✓		Negotiate effectively, showing a willingness to find a common ground.		✓	
	✓	Welsh Language Skills	✓		
5. Attributes					
✓		Tenant and customer-focused	✓	✓	
✓		Demonstrates integrity and support for organisational values	✓	✓	
✓		Committed to ongoing personal development and the development of others	✓	✓	
✓		A self-starter, driven and enthusiastic		✓	
✓		Open to change and demonstrate a positive, solution-focused attitude		✓	
✓		Able to work on own initiative, think laterally, negotiate and develop creative and innovative solutions		✓	
✓		Flexible and willing to work outside of normal working hours	✓		

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6. Other					
✓		Will need to be able to travel as part of the job, in a timely manner	✓		
✓		Full U.K. Driving License or willing to work towards in a reasonable timeframe.	✓		
✓		Requires Disclosure and Barring Service (DBS) check			