



North & Mid Wales Trunk Road Agent

Arboriculturist Coordinator

Recruitment Pack



Welcome from the Head of Service



DAVID COOIL
NMWTRA HEAD OF SERVICE

At the NMWTRA, we help create a road network that connects people and places in a safer, greener and more reliable way.

We work on projects across North and Mid Wales that address some of the country's most critical challenges. From complex infrastructure, increasing transport needs, and climate change – we combine innovation, expertise, and technology to make North and Mid Wales a better place to live, work and visit.

You can contribute to work that will have a lasting positive impact on your local community with an organisation where diversity, equity and inclusion are shared values. We're committed to fostering a work environment that's supportive, respectful, and inclusive, with great opportunities for growth.

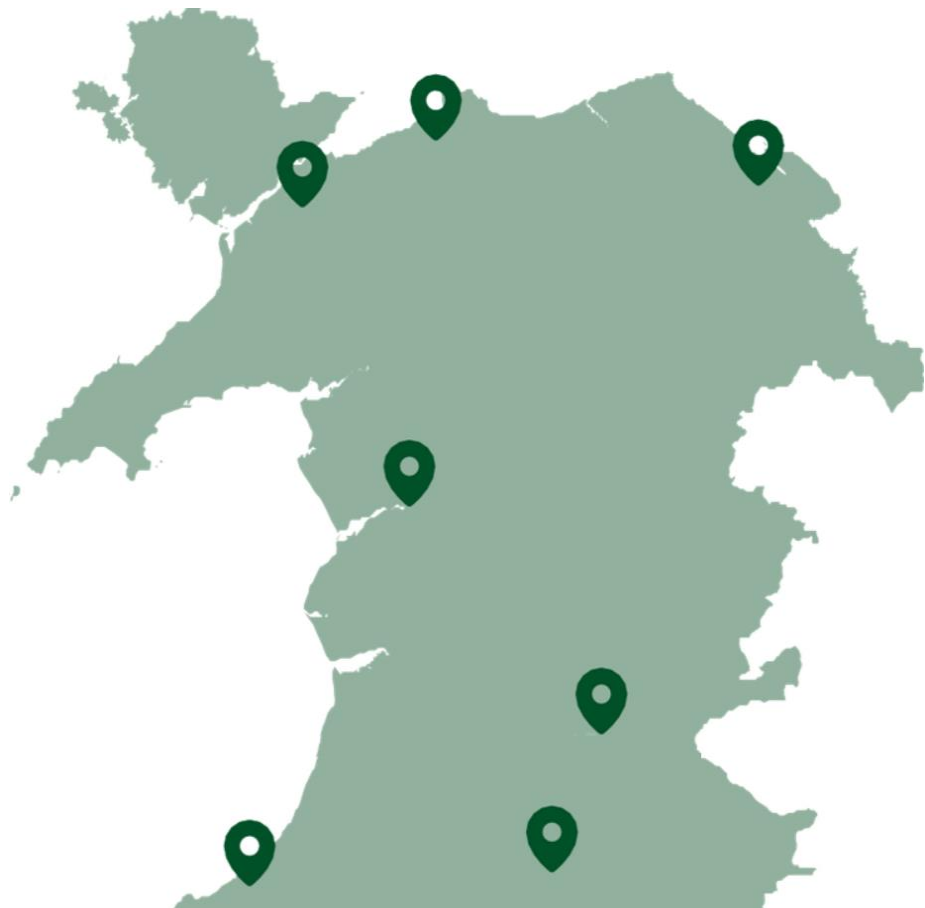
Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

A handwritten signature in dark ink, appearing to read 'D. Cooil'.

Where we're based

**Over 250
employees
based across
North and Mid
Wales.**

- Aberaeron, Ceredigion
- Bangor, Gwynedd
- Conwy
- Dolgellau, Gwynedd
- Halkyn, Wrexham
- Llandrindod Wells, Powys
- Newtown, Powys





Job Title: Arboriculturist Coordinator

Do you enjoy a challenge and like variety? If so, then this post may be for you.

We are looking for a Arboriculturist Coordinator to join an exciting and growing team.

Salary: PS4 (SCP 35-37) £43,421 - £45,441

Duration: Permanent

Location: Hybrid Working from one of the following office locations;

Parc Menai / Conwy / Halkyn / Llandrindod / Aberaeron / Newtown / Dolgellau

Closing date: 07/12/2023

Application forms and further details available at www.gwynedd.gov.uk or by telephoning 01286 679076.

[Apply here](#)

Purpose of post

The Arboriculture Coordinator will be responsible for managing the trees, woodlands and hedgerows on the trunk network in the North & Mid Wales regions in accordance with Welsh Government requirements and legislation and standards, manage a programme of tree safety surveys (including Ash dieback inspections) along the North and Mid Wales trunk road routes, as well as manage the works aspect of the S154 process (Highways Act 1980). Coordinate the tree planting and maintenance programme, including street trees, to be responsible for the implementation and review of the NMWTRA tree safety strategy and tree related policy documents within the soft estate and environmental manual, and provide technical specialism for the tree safety management system (currently Ezytreev).

To line manage a team of Arboricultural Officers based across North and Mid Wales, establish, co-ordinate and manage work programmes for the maintenance of trees, woodlands, hedgerows and associated soft estate undertaken by service providers, and manage a range of projects for example implementing nature-based solutions. To support the NMWTRA Environmental Team in the management of the Welsh Government trunk road soft estate and to provide general advice or training on arboriculture and soft estate management to NMWTRA staff, as well as liaise with network operations teams with tree related matters on the network.



Responsibilities

- To lead on all aspects of tree, woodland and hedgerow management and arboriculture service delivery across the NMWTRA SRN area to ensure an effective, efficient, and consistent service delivery across the SRN in accordance with the requirements of the Welsh Government Managing Agency Agreement (WAGMAA) and Maintenance Manual (WGTRMM).
- To manage a programme of systematic inspections of trees and woodlands along the Trunk Road Network in accordance with Welsh Government Trunk Road Maintenance Manual (WGTRMM) requirements
- To arrange and manage a programme of tree safety surveys in accordance with the assessment requirements of Annex A Tree Safety Risk Matrix and the WG Soft Estate and Environment Manual.
- To arrange and manage a programme of ash dieback tree surveys in accordance with the requirements of the WG Soft Estate and Environment Manual.
- To assist with the design and implementation of a programme of tree planting (street trees, woodland creation, hedge planting etc) to include maintenance.
- To manage the works aspect of the S154 process (Highways Act 1980) for dealing with unactioned hazardous trees on private land. Liaise with contractors, provide advice and supervision as required.
- To establish and manage a programme of surveys and inspections of the woodlands, planted plots and ENVIS woodland related categories within the soft estate. Recommend, implement, and record management of these to ensure that woodland management and conservation objectives are achieved in line with WG functions.
- Ensure that constraints which may impact on management of trees or woodland such as protected species, sites or designations such as SSSIs, Tree Preservation Orders or Conservation Areas are identified and ensure process is followed to arrange necessary surveys, consultations and applications for consent etc, prior to works.
- Support the development and implementation of the NMWTRA climate change strategy.
- Support and develop the use of nature-based solutions e.g., SUDs, natural flood management, carbon accounting
- To lead on designing and implement management programmes for soft estate works in accordance with Welsh Government environmental management plans, the Design Manual for Roads and Bridges (DMRB), legislation and best practice requirements.
- To advise the Delivery & Inspection Unit and service providers in the design and implementation of planned capital improvement projects including work programmes for street lighting, structures, drainage and geotechnical works and ensure that trees are adequately considered and given appropriate protection to roots etc.
- To ensure that Health and Safety matters are fully considered and managed in all aspects of the work of the Agency.



Person Specification

You should refer to these job specific criteria in your application form.

Job Specific Criteria

Essential

We're looking for someone who has experience of leadership skills, is able to work as part of a multidisciplinary team, and is good at decision making and negotiation skills. Has good report writing and presentational skills, has self-motivation, enthusiasm and commitment, as well as a high degree of interpersonal skills, and is honest.

Qualifications and relevant training

Essential

We're seeking someone who has a degree / level 6 in Arboriculture / Urban Forestry or Degree in other relevant specialist field, plus significant relevant professional experience.

Relevant Experience

Essential

We are looking for someone who has extensive experience in Arboriculture and the management of trees, woodlands, and urban trees including tree safety, street trees, tree planting and woodland creation. Experience of working with a highway maintenance and improvement organisation or other large infrastructure with regard to management and protection of trees, environmental and ecological issues. Experience of working with tree and environment management systems e.g. Ezytreev, and experience of implementation and enforcement of European and UK legislation and regulations. Experience of development of environmental programmes of work, commissioning and supervision of a variety of tree related and ecological studies, surveys and management plans. Experience of staff / team management and experience of managing budgets

Skills and specialist knowledge

Essential

Looking for someone who has knowledge of urban tree management, woodland management and tree safety, environmental and ecological expertise, and considerable knowledge of European and UK environmental regulations and legislation. Is IT literate, and has Health & Safety Awareness.

Language requirements

Essential

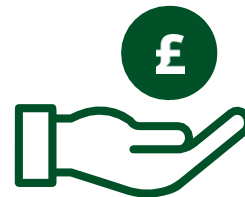
The ability to speak English is essential for this role.

Working for the North & Mid Wales Trunk Road Agent

NMWTRA is an exciting place to work. We have progressive policies and a commitment to training and development.



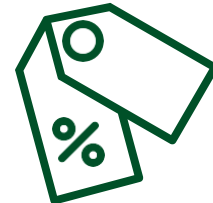
- 28.5 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- Incremental pay increase
- Generous Local Government Pension Scheme further information on the [Gwynedd Pension Fund](#) website.



- The opportunity to work in beautiful locations across North and Mid Wales including 1 national parks, 50 nature reserves and 1,680 miles of stunning coastline.



- Assisted car purchase & cycle to works schemes
- Lifestyle savings on groceries, holidays, eating out, DIY, electricals, insurance, motoring, and much more!



- On the job learning and exciting career development opportunities.
- Contribution towards the membership of professional bodies which are relevant to the work.



- MEDRA Counselling service - free and confidential counselling service for staff
- Generous maternity, foster, adoption, and shared parental leave