### Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Arboricultural Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>GLAM</td>
</tr>
<tr>
<td>Department</td>
<td>Botanic Garden &amp; Harcourt Arboretum</td>
</tr>
<tr>
<td>Location</td>
<td>Arboretum: Oxford Lodge, Peacock Gate, Oxford, OX44 9PX and occasional cross site working at Botanic Garden: Rose Lane, Oxford, OX1 4AZ</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 5 £28,131 - £36,333</td>
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<td></td>
<td>* For experienced candidates the appointment can be made at the discretionary scale Grade 5: £34,314 - £36,333</td>
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<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Curator (Arboretum)</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>166361</td>
</tr>
<tr>
<td>Additional information</td>
<td>This is a re-advertisement, previous applicants need not apply.</td>
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<tr>
<td></td>
<td>Post requires occasional work at weekends and public holidays. Overtime will be paid as applicable.</td>
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</tbody>
</table>
The role

This is a post for a qualified and experienced arboriculturalist who will work as part of a team to cultivate, maintain and develop the collection of plants grown within the outdoor areas of the Arboretum. Based at Harcourt Arboretum, Nuneham Courtenay, the post holder will contribute to the planning and development of the work of the collection, working closely with the Curator to maintain and improve the collection, achieving high aesthetic and arboricultural standards. The post holder will oversee and participate in the day-to-day cultivation of the collection, achieving high aesthetic and arboricultural standards. The post holder’s enthusiasm for contributing to the planning and development of the work of the team is key. In addition to the arboricultural duties the post holder will contribute to some of the Arboretum’s educational activities. These responsibilities include the training and supervision of trainees and volunteers.

This post offers a unique opportunity to join an enthusiastic team in a busy and vibrant department.

Responsibilities

- Assisting the Curator with the planning and delivery of projects, coordinating teamwork to achieve objectives.
- Responsible for the implementation of the work programme and the supervision of teamwork activity, as planned with the Curator. Responsible for planning the work schedule on a day to day basis.
- Under the guidance of the Curator, contributing to the development of the collections.
- Coordinating and planning the volunteer programme for the Arboretum.
- Contributing to the supervision and training of colleagues, trainees, volunteers and work experience placements.
- Liaising with contractors conducting work in the collection, as organised by the Curator.
- Responsible for the provision and stock checking of all first aid points at the Arboretum.
- Collating and ordering supplies/sundries as required by the collection.
- Work in a safe way according to all relevant AFAG & other industry guidance and standards. Record inspections or checks (LOLER etc.) as appropriate.
- Act as one of the designated tree climbers. Carry out all safety procedures and exercises relating to this work.
- Routine use, maintenance and inspection of machinery and equipment (including hired equipment) used by the post holder and other members of the team.
- Application of herbicides, pesticides, fertilisers or biological control agents as required.
- Reporting potential hazards to your Line Manager and the Departmental Safety Officer
- Record and report work completed promptly and accurately to Curator
- Maintaining health and safety records as appropriate to the role.
- Answering enquiries from the public.
- Assisting with the preparation for and the delivery of guided tours and other parts of the public education programme.
- Assisting with audience engagement by contributing content to the Friends’ newsletter and to the department’s digital and social media presence.
- Contribute to the delivery of the Public Education Program. This is to include guided tours & education activities.
- Work and general duties elsewhere in the Botanic Garden and Arboretum on specific projects or when extra help is required.
- Attending staff meetings and training as required.
- Any other duties as requested by your Line Manager.
Selection criteria

Essential selection criteria

Qualifications

• A diploma in arboriculture to level 4 and/or substantial arboricultural management experience.

Knowledge and Experience

• Understanding of industry code of practice for arboriculture, and Health & Safety legislation.
• Proven experience and thorough understanding quantitative risk assessment for assessing tree safety. With competency in Lantra professional tree inspection certification.
• Flexible and willing to give support where necessary and be able to change plans at short notice to adapt to changing priorities.
• Proven industry experience in practical arboriculture
• Knowledge of a wide range of woody plants

Skills

• Able to work with a small team of staff
• Good written and oral presentation skills
• NPTC CS30.1 – Maintenance of a chainsaw
• NPTC CS30.2 – Crosscut & stack using a chainsaw
• NPTC CS31 – Fell & process small trees
• NPTC CS38 – Tree climbing and aerial rescue
• NPTC CS39 – Use of a chainsaw from a rope and harness

Desirable selection criteria

• Experience in an arboretum or botanic garden open to the public
• Driving Licence
• Operator Training MEWPS
• FEPA PA1 (safe use of pesticides) and PA6 (Handheld applicators)
• LANTRA Level 2 in Basic Tree Inspection
• Basic computer skills in areas such as Outlook, Word & Excel
• An interest in delivering public education
• Experience of producing written resources

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven’t done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University’s pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.
The hazards or safety-critical duties involved are as follows:

- Working at heights
- Lone Working
- Work in hot or cold environments
- Driving on University business
- Regular manual handling
- Travel outside of Europe or North America on University Business

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- Potentially extended engagement with groups of children and/or young adults (regulated activity)
- A satisfactory enhanced Disclosure and Barring Service check is required due to the above listed regulated activity
About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Oxford Botanic Garden and Arboretum

Founded in 1621 as a physic garden, Oxford Botanic Garden is the oldest botanic garden in the UK. Today, the mission of Oxford Botanic Garden and Harcourt Arboretum (OBGA) is to inspire people with the scientific wonder of plants and we welcome over 200,000 visitors each year across both sites. The Garden and Arboretum together hold a collection of 5,000 different types of plant which form the basis for scientific research, conservation, and science-based education and programming.

For more information please visit: https://www.obg.ox.ac.uk/

Gardens, Libraries and Museums (GLAM)

Oxford University’s gardens, libraries and museums form one of the greatest concentrations of university collections in the world. Comprising over 21 million objects, specimens and printed items, they constitute one of the largest and most important research repositories in the world and provide an outstanding resource for scholars, students and members of the public. The GLAM venues are located in and around Oxford and include the Ashmolean, Bodleian Libraries, Botanic Garden and Harcourt Arboretum, History of Science Museum, Museum of Natural History and Pitt Rivers Museum.

Vision

The Gardens, Libraries and Museums share the University’s globally significant collections in order to promote research, learning and enjoyment, which inspires the advancement of knowledge and a better understanding of the world.

For more information please visit: https://www.glam.ox.ac.uk/about
How to apply
Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday UK time on the closing date stated in the online advertisement.

Information for priority candidates
A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help
Help and support is available from: https://hrsystems.admin.ox.ac.uk/recruitment-support

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.
Important information for candidates

Data Privacy
Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University’s Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University’s policy on retirement
The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-eira

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-eira

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity
Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

Employee benefits
University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities
Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/

Information for staff new to Oxford
If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits
With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks
The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club
The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.