



Job description and selection criteria

Job title	Arborist
Division	Gardens, Libraries and Museums (GLAM)
Department	Oxford Botanic Garden and Arboretum (OBGA)
Location	Harcourt Arboretum: Oxford Lodge, Peacock Gate, Nuneham Courtenay, Oxfordshire OX44 9PX Botanic Garden: Rose Lane, Oxford OX1 4AZ
Grade and salary	Grade 4: £28,437 - £32,108 per annum
Hours	Full time (36.5 hours per week)
Contract type	Permanent
Reporting to	Curator and Head of Arboriculture (Arboretum)
Vacancy reference	187205
Additional information	<u>You are required to submit a CV and a supporting evidence form with your application,</u> outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). We are committed to ensuring that our recruitment processes are inclusive and accessible to all applicants. If you require the job description or any other application materials in an alternative format, or if you would like to request any adjustments to support you with any part of the application process, please contact the recruitment team at recruitment@glam.ox.ac.uk. Further information about the accessibility of our buildings and facilities can be found in the https://www.accessguide.ox.ac.uk/.
Closing date	12.00 midday BST Monday 10 th August 2026

Job description

Overview of the role

This is a post for a qualified arborist, who will work as part of a small team to maintain and develop the collection of plants grown at the arboretum. The post holder will work closely with the Curator and Senior Arborist to maintain, develop and improve the collection, achieving high arboricultural standards. The post holder's enthusiasm for contributing to the maintenance and development of the Arboretum, as well as the work of the wider 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 contributing to the delivery of events, and the training and supervision of trainees and volunteers.

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

Responsibilities

Arboricultural & Horticultural Operations

- Assist the Curator with the inspection, pruning and maintenance of the woody plant collection, whilst maintaining high standards of arboricultural operations & by accurately following job prescriptions.
- Record & report work completed promptly & accurately to the Curator.
- Work in a safe way according to all relevant AFAG & other industry guidance & standards. Record inspections or checks (LOLER etc.) as appropriate.
- Manage risk to public by erecting & maintaining barriers & signage around safety exclusion areas in accordance with industry standards.
- Act as one of the designated tree climbers. Carry out all safety procedures, checks & exercises relating to this work.
- Carry out habitat management to conserve and promote biodiversity.

Grounds Maintenance

- Carry out other grounds maintenance work as required to a high standard.
- Grass cutting. Contribute towards the management of the wild flower meadows.

Event & Visitor Support

- Carry out work as required in connection with the setting up & running of arboretum events.
- Carry out work as required in connection with the development & maintenance of visitor services facilities.
- Deal with visitors in a professional & helpful way to enhance their experience & perception of the arboretum.

Other Duties

- Work alongside volunteers & students involved in plant & grounds maintenance work.
- Maintain machinery, vehicles & equipment to a high standard to ensure safe & efficient use.
- In all areas of work, use & conserve natural resources in line with the Botanic Garden & Arboretum sustainability targets.
- Assist ticket office staff with end of day procedures.
- Participate in a regular Annual Review, attend meetings and staff events and to participate in training as identified by your line manager.

- Contribute to the delivery of the Public Education Program. This is to include guided tours & education activities.
- Comply with health and safety regulations.
- Comply with the policies and procedures set out in the Handbook for University Support Staff/Academic Related Staff.
- Any other duties that may be required from time to time commensurate with the grade of the job.

The Oxford Botanic Garden and Arboretum reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Selection criteria

Essential selection criteria

- Hold an N.D., N.V.Q. or N.C.H. in Arboriculture or a related subject.
- Proven industry experience in practical arboriculture.
- Knowledge of a wide range of woody plants.
- Able to work as part of a small team of staff.
- 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 would be preferable and could be a substitute for higher qualifications.
- Hold a full-clean 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.

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.
- Work in hot or cold environments
- Driving on University business.
- Regular manual handling.
- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



- Travel outside of Europe or North America on University Business.

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.



Oxford Botanic Garden & Arboretum

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

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: <https://www.glam.ox.ac.uk/home>

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/>

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 evidence form. The supporting evidence form 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 note that if you do not upload a completed supporting evidence form and a CV, we will be unable to consider your application for this role.

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

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

Information for internal candidates

- **If you currently work for the University**, please note that as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Before applying for this post, you are advised to read the [Internal Mobility Principles](#). The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

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

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly on recruitment@glam.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 online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Relocation

At the moment, the Oxford Botanic Garden and Arboretum is not offering relocation expenses to this post.

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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at:

<https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Spectrum.Life, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/spectrum.life>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>. Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>