



## Job Description



### BOTANIC GARDEN & ARBORETUM

<b>Job title</b>	Junior Arborist
<b>Division</b>	Gardens, Libraries & Museums (GLAM)
<b>Department</b>	Botanic Garden & Arboretum
<b>Location</b>	Arboretum: Oxford Lodge, Peacock Gate, Oxford, OX44 9PX Botanic Garden: Rose Lane, Oxford, OX1 4AZ
<b>Grade and salary</b>	Grade 3: £23,706 – 25,138
<b>Hours</b>	Full time (36.5 hours per week)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Arboretum Curator
<b>Vacancy reference</b>	172536
<b>Additional information</b>	No relocation expenses apply to this post. Post requires occasional work at weekends and public holidays. Overtime will be paid as applicable.

### The role

This is a post for a Junior 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 Arboretum Curator and Arboricultural Supervisor 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 working alongside trainees and volunteers.

As a Junior Arborist at the Harcourt Arboretum, you will have the opportunity to work with one of the finest tree collections in the UK, set in 130 acres of historic picturesque landscape. You will contribute to the on-going maintenance and development of the Harcourt Arboretum, involved with the creation of outstanding arboricultural displays and natural amenity. This includes a variety of roles related to the care and maintenance of trees, shrubs and meadow grassland.

You will be part of a small but highly dedicated and efficient team that works on the Arboretum, and will also work closely with the wider department, including the Education Team. You will have the opportunity to develop your skills in engaging with a wide range of people, for instance by assisting with delivering tours to the public.



## **Responsibilities**

### **Arboricultural & Horticultural Operations**

- Assist with the inspection, pruning and maintenance of the woody plant collection, whilst maintaining high standards of arboricultural operations & by accurately following job prescriptions.
- 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.
- Under guidance from the Arboricultural Supervisor, act as one of the designated tree climbers. Carry out all safety procedures, checks & exercises relating to this work.
- Contribute to 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**

- Contribute to the setting up & running of Arboretum events.
- Interact 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.
- Contribute to the maintenance of 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.
- Attend meetings and staff events and 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.

**Hazard-specific** / **Safety-critical** **duties** **See:**  
[www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical](http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical)

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Working at heights.
- Lone Working.
- Work in hot or cold environments.
- Driving on University business.
- Regular manual handling.

## **Selection criteria**

- A proven ability to work as part of a small team of staff.
- Appreciation and understanding of the importance of arboriculture.
- 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.
- Able to demonstrate an aptitude and enthusiasm for plants and working in arboriculture (for example through work experience, qualifications, or references).
- Willingness to develop arboricultural knowledge and skills to a professional standard, including the use of machinery.
- Capable of undertaking all aspects of arboricultural work, including the physical challenges of the post.

## **Desirable selection criteria**

- Current driving licence.
- Knowledge of a wide range of woody plants.
- Understanding of the Health & Safety legislation relating to the responsibilities.

## **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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spinouts, with more than 130 companies created to date. 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](http://www.ox.ac.uk/about/organisation).

## **Gardens, Libraries and Museums (GLAM)**

The Gardens, Libraries and Museums (GLAM) group, formerly known as Academic Services and University Collections (ASUC), includes the providers of the major academic services to the divisions, and 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: [www.admin.ox.ac.uk/glam/about](http://www.admin.ox.ac.uk/glam/about)

## **Botanic Garden & Arboretum**

The University of Oxford Botanic Garden and Harcourt Arboretum forms a collection of plants which today is more diverse and comprehensive than at any time since its founding in 1621. The plants grown at the Botanic Garden and Harcourt Arboretum are not only grown for their amenity value, but are used for educational activities, reference, conservation, and research. The University of Oxford Harcourt Arboretum was established by the Harcourt family in 1835 but has been managed by the University of Oxford Botanic Garden since 1963. The Arboretum has a diverse collection of trees and shrubs from around the World, which are complemented by native woodlands, parkland, and meadows. For more information please visit: [www.obga.ox.ac.uk](http://www.obga.ox.ac.uk)

## **How to apply**

Before applying, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at: [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

Interviews and the final selection will be managed by the University of Oxford Botanic Garden & Arboretum.

Interviews will take place at the University of Oxford Harcourt Arboretum, Oxford Lodge, Peacock Gate, Oxford, OX44 9PX.

## Important information for candidates

### Pre-employment screening

Apprenticeship roles are not eligible for sponsorship under the Tier 2 visa route normally used for employed roles but there are other visa routes which candidates may be eligible to apply under. If you are eligible to apply under a different route the department is happy to discuss any queries, with support from the University's Staff Immigration Team. There are also government residency requirements for Apprenticeship funding which the Training Provider will be able to advise on.

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

### 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: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University's Policy on Data Protection is available at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

### The University's policy on retirement

There is no normal or fixed age at which staff in posts at **grades 1–7** must 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

#### University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

## Childcare

The University has excellent childcare services with 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 [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

## Family-friendly benefits

The University subscribes to My Family Care

([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff are eligible to register for emergency back-up childcare and adult care services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

## 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 [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/)

## Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)