

Candidate pack for Arb Team Leader

Please be aware that by applying for this post you are confirming that you have reviewed and agree to our Candidate Privacy Policy.

Summary of Terms

Job Title:	Arb Team Leader
Salary:	£32,000 to £35,000 (depending on experience)
Hours:	37.5 hours per week
Duration of post:	Permanent
Location:	<p>Main Office - River Stewardship Company office (Sheffield).</p> <p>Second Base - Kirkstall, Leeds</p> <p>Home working is an option providing you have access to the work sites primarily across Yorkshire but also East Midlands, North East and Greater Manchester</p>
Annual leave:	35 days, including bank holidays (pro-rata).
Pension:	7% company contribution
Other benefits:	Dedicated work van, mobile phone, appropriate PPE and laptop. Access to healthcare scheme (through Westfield Health - Level 2) and Cycle to Work Scheme; Contractual sick pay (10 days full pay). Options for bonus depending on performance of company. Appropriate training and development programme

Application Process

This application pack contains the job description, person specification, and terms of the post. Applicants wishing to apply for the post send CV's to info@the-rsc.co.uk by 5pm on 29th July 2022.

Shortlisted candidates will be notified by the 3rd August 2022. Interview dates will be confirmed at this stage, but are likely to be the 10th - 12th August 2022.

For an informal discussion about the post, please contact Brendon Wittram on 0114 354 0012 or brendon.wittram@the-rsc.co.uk.

Background

River Stewardship Company is a social enterprise with a rapidly growing portfolio of commercial waterway maintenance projects with the Environment Agency, local authorities, riparian landowners and others. RSC have an expanding set of projects including the delivery moorland restoration works across the South Pennines. Through commercial or grant-funded projects, we also deliver programmes of community engagement (educational activities in schools, volunteer days, festivals, events and other activities) designed to connect, inspire and empower local people to improve themselves, their community and their local patch of waterway. We call this programme of community engagement and social impact activity 'Riverlution'.

River Stewardship Company are 14 years old and have grown rapidly in the last four years, increasing in size and turnover by 200% during this period. We are on course to quadruple in size by 2031. This role is designed to assist the growth of the company through the development of our Arb team and the expansion of our client base and explore new opportunities and markets. There is a great opportunity to grow within the role as the portfolio of works expand and the team grow.

This is an excellent opportunity for a motivated, passionate and reliable person to join our delivery team as Arb Team Leader; they will deliver our existing portfolio of tree and riverside clearance works, whilst looking to explore new opportunities and markets to grow the Arb Team. We're looking for a resourceful, motivated and enthusiastic person, with a depth experience in tree work to manage, motivate and lead the Arb Team. The role will focus on management of the works and business development but there may be the odd occasion where the candidate will be required to assist the Team on site with technical operations.

Job purpose and description

The Arb Team Leader will join the RSC Site Management Team to provide site management and site supervision for teams of in-house delivery staff and subcontractors to deliver a range of commercial arboriculture contracts across Yorkshire, Derbyshire, Lincolnshire and beyond. Their main focus will be the organisation and arrangement of arboriculture works alongside other vegetation clearance projects. They will have a role in seeking and winning commercial works and then take responsibility for the delivery of this work. They will take the lead in the development of the RSC Arb team through the expansion of new contacts, mentoring the current team to improve their skills and add experience to the team to make the RSC Arb team a fully commercial Arb Team.

The Arb Team Leader will also take on project management duties for the works they are responsible for and may assist other project managers with the management and administration involved in other projects. The Arb Team Leader will have a role on the Operational Management Team. They will provide representation for the site-based staff in the decision-making process, assist in the creation and updating of Procedures and they will be involved in the Incident Management process.

The Arb Team Leader will liaise with the Project Manager and Contracts Manager (the Managers) to arrange and deliver the full range of RSC works for our clients. The Arb Team Leader may be involved in delivering the tree work/vegetation clearance as part of larger projects, liaising with the other RSC Managers to ensure that the project gets delivered effectively and efficiently to the satisfaction of the client. The Arb Team Leader will have input into scope of works and provide costings and a methodology for the completion of the works. The Arb Team Leader, working alongside the other Site Managers and the Operations Manager, will be responsible for setting the work schedule. The Arb Team Leader will liaise with the Site Supervisors to deliver the works.

The role will involve organising and managing numerous works at any one-time utilising sub-contractors and in-house teams. You will be expected to lead by example and where required, challenge performance to promote best practice and ensure good productivity. Problem solving is key to the role to find independent solutions with the areas of your responsibility.

In accordance with company procedures and industry best practice and working closely with the Arb Team Leader will be responsible for the inspection and maintenance of operational tools, vehicles and the tool store.

The Arb Team Leader will be responsible to the Contracts Manager and will have line management responsibility for up to 3 Site Operatives. They will also play a key part in maintaining and championing good communication, behaviours and culture within the whole site-based delivery team.

Specific Duties and Responsibilities

Site Team Management

- Ensure compliance for the health and safety of employees and others during the course of work-related activities as per the company Health and Safety Policy and procedures, as well as relevant legislation and guidance. This includes completing site-specific risk and dynamic risk assessments as appropriate and ensuring the dissemination of appropriate information, instruction, training and supervision to ensure suitable and sufficient health and safety provision throughout the working day.
- Advocate and promote the requirement for completing all site reporting and recording duties, such as end-of-day site work records and timesheets across all members of the Site Team.
- Be responsible for the professional conduct of the Site Team including general behaviour, correct uniform and PPE, and high standards of work and Health and Safety.

Site Management

- Responsibility for implementing the delivery of allocated RSC works, managing multiple works at any-one time. This will involve management of in-house delivery teams, subcontractors, visitors, deliveries and liaison at various levels with the client and other stakeholders.
- Provide costings and methodologies for works. Information gathering may include attending site visits to provide advice on timescales, methodologies and practical considerations to provide sufficient information to provide a quote to Clients.
- Carry out site audits/site checks as part of project-specific or the regular company site audit schedule. This includes writing up the audit, saving it in the designated folder in SharePoint and updating the Incident Log with any issues; communicating and cascading findings as necessary.
- Admin tasks associated with the role will include writing risk assessments, method statements, construction phase plans, organising resources (personnel, materials, equipment); promoting activity; performance monitoring and reporting to Line Manager.
- The role may require time on site to supervise and work within a team to deliver a works where the task requires specialist skills and knowledge.

Project Management, development and administration

- Be responsible for managing a small number of appropriate projects.
- Project Management tasks will include: writing risk assessments; method statements, construction phase plans; organising resources (personnel, materials, equipment); promoting activity; performance monitoring and reporting (both internally and externally) and setting up, updating and closing projects in our project management software.
- Manage individual project/contract financial transactions through our project management software, including creating purchase estimates, purchase orders (as per the Purchasing Procedure) and sales invoices

- Business development. Work with the Senior Leadership Team to proactively seek new opportunities and respond to new enquiries; developing, pricing, tendering and delegating work as necessary. This includes adding and updating new opportunities in our project management software.

Equipment inspection and maintenance

- Carry out inspection and maintenance of operational tools, equipment and the tool store. This includes both pre-planned, proactive maintenance and reactive maintenance and repairs. This will be carried out in accordance with the company procedures and specified maintenance schedules
- All inspection and maintenance will be recorded using the relevant form and saved in the designated folder, so it can easily be called upon at a later date if evidence of inspection or maintenance is required when investigating an incident or for a third-party audit.
- Working within a budget and as per the company Purchasing procedure, purchase and coordinate what is required for the effective inspection, maintenance, repair and replacement of equipment. This includes acting as the person collecting and coordinating all requests and feedback from other delivery staff.

Team Leadership

- Line Management responsibility for up to three Site Operatives.
- Provide effective leadership for the site-based delivery team, helping communication to flow effectively from management to the sites team and from the sites team to management and to act as an advocate and champion for the management team to help improve and maintain a professional and consistent culture.

About You - Person Specification

Essential skills, knowledge and experience	Method of assessment
<ul style="list-style-type: none"> • A strong track record of delivering a variety of tree/clearance projects. • Ability to be able to manage multiple works/sites at any-one time. • Technical knowledge in some or all of the following sectors: <ul style="list-style-type: none"> ○ Arboriculture • Practical Experience delivery tree works over a range of sites and situations • Business Development – Experience of identifying and acting upon new opportunities, following up on leads and securing works with new and existing clients • Problem solving – Practical and logical aptitude and an ability to come up with solutions to practical problems. • Good interpersonal skills and the ability to work effectively with sub-contractors, in-house teams and clients. • A strong understanding around health and safety; including CDM, LOLER and PUWER, production and use of risk assessments and method statements/construction phase plans. NEBOSH or IOSH Managing Safely accreditation would be desirable. • Good administrative skills, including IT literacy required for the production of required documentation. 	<p>APPLICATION FORM/ INTERVIEW</p>

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| <ul style="list-style-type: none">• Flexibility, confidence and enthusiasm, with evidence of self-motivation and the ability to work well on their own initiative and as part of a team.• A full UK driving license• Willingness to travel to variety of projects and work away from home where required. | |
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Introduction to River Stewardship Company

River Stewardship Company is a social enterprise with a rapidly growing portfolio of commercial waterway maintenance projects with the Environment Agency, local authorities, riparian landowners and others. Through commercial or grant-funded projects, we also deliver programmes of community engagement (educational activities in schools, volunteer days, festivals, events and other activities) designed to connect, inspire and empower local people to improve themselves, their community and their local patch of waterway. We call this programme of community engagement and social impact activity 'Riverlution'.

Our vision sets out our ambition for the future; it is there to guide and inspire us.

Better waterways for people, places and wildlife.



Our mission sets out what we do and how we do it to achieve our vision.

Maintaining and enhancing waterways; inspiring, empowering and connecting communities.



Commercial services and markets

We aim to provide a 'one-stop-shop' around the maintenance and enhancement of waterways.

We list the services that we offer as:

Watercourse maintenance. Includes long-term, holistic maintenance services for riparian landowners and others. This will often include multiple and seasonal activities, such as tree, invasive weed and litter and debris management.

Invasive non-native species management. Typically includes the management of Japanese knotweed (excluding domestic property), giant hogweed, floating pennywort and Himalayan balsam, but we have also delivered management for other species of plants.

Landscaping projects. Installation and maintenance of riparian landscaping projects.

Tree management. All aspects of tree management. Whilst there is a focus on waterways and waterbodies, this may also include the management of trees in green spaces.

River and habitat restoration. Restoring and enhancing natural processes to improve flood risk management and biodiversity. Examples include re-meandering and working to create or restore flood storage areas. Work will include bioengineering solutions and small-scale civils projects

Japanese knotweed management. Specifically, Japanese knotweed management for domestic clients, who largely come via our membership with the Property Care Association.

River and habitat restoration. Restoring and enhancing natural processes to improve flood risk management and biodiversity. Examples include re-meandering and working to create or restore flood storage areas.

Upland and natural flood management. Whilst there is some crossover with river and habitat restoration, the focus here is typically around upland management and restoration. For example, sphagnum moss and tree planting, and the installation of leaky dams.

Vermin Control. For flood risk management and asset maintenance.

Environmental consultancy and business support. Advice, monitoring, reporting and supporting around land/waterway management, ecology, social impact, enterprise and business development.

Ecological surveys. Through our in-house ecologist and associates, we are able to offer a suite of ecological services such as nesting bird, bat, otter, water vole, and newt surveys, as well as the delivery of any recommended interventions.

Community and schools engagement. Commercially-funded community and schools-focused activities. For example, curriculum-linked guided riverside walks and mini-beast hunts paid for by a school.

Our values

Our values set out the sort of organisation we want to be; how we do things and how we engage with others. They guide our thinking, behaviour and decision-making. They should be central to the way we work to achieve our vision.

Sustainability and stewardship – we think long-term.

We take every chance to demonstrate that we are invested in the future of our waterways, by practicing, encouraging and facilitating river stewardship. We think long-term, aiming to: reduce our impact on the environment; leave a positive legacy wherever we work; being imaginative about better ways to do things and to ensure our long-term financial security.

Professional and personable.

We are specialists and experts, professional in our conduct and effective and efficient in our work; but we also know how much our clients and the communities that we engage with, value our human side. We behave in a way that means people enjoy working with us, believe in us and our commitment and feel reassured by our involvement.

Local.

Wherever possible, we will listen to, work with and support local communities and organisations. From community engagement to procurement, we recognise the socio-economic benefits that this brings to projects, clients, places and the people living and working in these areas.

Working in partnership.

We recognise that bigger, better and more joined-up things happen when you work with others – in partnerships, in collaboration or in alliance.

Inspired/inspiring.

We understand and are inspired by the cultural and natural heritage of the places that we enhance and maintain. This drives excellence in service delivery, and we are passionate about sharing this and involving others around our waterways.

Common purpose.

We empower our staff to make the right decisions. We all know what we're accountable for and we stick to the rules. We don't seek to blame but to learn. We are fair and ethical, and act with integrity. We work at pace but collaboratively, building effective relationships. We promote simplicity, innovation and learning to get the best result