February 2017

Our Ref: Recruitment/ArbFeb2017

Dear Applicant

# Arboricultural Consultant

Thank you for your interest in the above post. This letter encloses the following:

* Information about the post
* Application form

If you are interested in applying, please would you send the following:

* Completed application form
* Curriculum vitae

Following review of the applications, a short list of candidates will be contacted for interview. It is likely that at the interview stage candidates will be asked to undertake a short task relating to the application of BS 5837 which will form part of the selection process.

If you would like to talk more informally, please do not hesitate to contact the office and ask to speak to Jonathan Smith or Tom Popplewell (Tel: 01925 844004).

I look forward to hearing from you. Please submit applications by post, or by email to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com). The closing date is 5.00pm, 6th March 2017.

Yours sincerely



Jonathan Smith

Arboricultural Team Manager

Associate Director

TEP

**ARBORICULTURAL CONSULTANT**

**The Opportunity**

TEP is seeking enthusiastic and motivated individuals to join our award-winning environmental consultancy. Due to company growth we are able to offer opportunities to join our team of arboriculturists at the following office locations;

Warrington, Cheshire – ***Consultant Grade***

Market Harborough, Leicestershire – ***Consultant Grade***

**About TEP**

TEP is an award-winning environmental consultancy employing environmental planners, landscape architects, urban designers, landscape managers, ecologists and arboriculturists and other professionals working on a wide-ranging portfolio.

TEP is run by three directors and employs around 130 professional and technical staff. Our head office is in Warrington, with a further four offices in Gateshead, Market Harborough, London and Cornwall. We also employ home-based staff in other parts of the country. We are all passionate about creating quality places for the benefit of people, nature and business.

Our client base is very diverse and includes the Homes and Communities Agency (HCA), Forestry Commission, United Utilities, National Grid, many Local Authorities, National Trust, major energy infrastructure firms, house builders, Groundwork Trusts and a number of Community Forests. Our green infrastructure work takes us across the British Isles. Please look at our website [www.tep.uk.com](http://www.tep.uk.com/) to see the breadth of our commissions.

Below is a list of some of the benefits available working at TEP:

* TEP is IIP Gold accredited providing in-house workshop training sessions and external training days in new technologies.
* Competitive salary which is negotiable based on experience.
* 20 days holiday (increasing to 25 after 2 years), plus bank holidays, access to study days and a volunteer day.
* Flexible working hours policy in reference to start and finish times.
* Attractive company pension with employer contributions.
* Annual salary review.
* Established routes for career progression.
* Professional membership subscription.
* Ride to work scheme, and season travel ticket loan.
* Free eye tests and vouchers.
* Childcare vouchers.
* Employee assistance.
* Income protection insurance.
* Death in service benefits.

**The Role and Requirements**

We currently have opportunities in Warrington and Market Harborough. The roles sit within our team of arboricultural experts, offering involvement with wide-ranging and multi-disciplined projects. Supported by our existing 13-strong team of arboriculturists you would work alongside TEP’s in-house ecologists, landscape designers, land managers and environmental planners to build on our strength as a multi-disciplinary consultancy.

Both available posts are at Consultant Level. The main role of the successful applicant/s will be to lead and work on development-related projects, but also covering a range of other arboricultural surveys. In fulfilment of this role a successful candidate must have excellent report-writing skills and be able to demonstrate experience in the preparation of quotations, time management and budget control. The ideal candidate will be capable of managing their own workload and seek support for the more technically complex projects. Good intuition and the ability to converse at a technical level with developers and their design teams is also essential. The right candidate must also be able to demonstrate high standards of professionalism and the ability to produce quality outputs to a deadline.

Applicants should have a thorough working knowledge of British Standard 5837:2012 and be competent in tree identification, inspection and management. Previous experience in the use of computerised tree inventory systems, AutoCAD, ArborCAD and GIS software is preferable but not essential.

Applicants should hold an FdSc or higher in Arboriculture or a related discipline. They should have membership of the ICF or AA with an outlook to becoming chartered. Equivalent qualifications or memberships may be considered.

**Person Specification**

**Essential:**

* Thorough working knowledge of BS5837: 2012.
* Excellent written and verbal communication skills.
* Good familiarity with key environmental legislation, regulation and planning policy.
* Ability to apply high professional standards in a commercial environment.
* Ability to prioritise and manage workload to ensure that projects are completed on time and within budget.
* Ability to think strategically to set and deliver key project milestones.
* Computer literacy in MS Office, including Access, Excel, Word and Outlook.
* Attention to detail.
* Tenacious.
* Full driving licence.

**Desirable:**

* Skills developed whilst working in a Consultancy environment.
* Previous experience of AutoCAD, ArborCAD and GIS software.
* Previous experience operating in a professional capacity.

**What you will get in return:**

* A competitive salary negotiated based on experience and the ability to meet the essential requirements.
* An excellent company pension scheme.
* Investment in your CPD and support along the pathway to Chartership.
* The opportunity to work for a dynamic multi-disciplinary company, driven by passionate individuals and offering excellent career progression.

**Equal Opportunities**

TEP is an equal opportunities employer and is positive about disabled people. We will guarantee an interview for all disabled candidates meeting the eligibility criteria.

**To Apply**

We are only able to consider candidates already eligible to work in the UK.

Please send your completed application form available on our website (<http://www.tep.uk.com/jobs/>) and CV by post to Mags Chriscoli, TEP, Genesis Centre, Birchwood Science Park, Warrington, Cheshire, WA3 7BH, or email to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com).

**Closing Date**

Closing date for receipt of applications is 5.00pm on Monday 6th March 2017.

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| **1. Personal Details** |

|  |  |
| --- | --- |
| **Name** |  |
| **Address for correspondence**  **(inc postcode)** |  |
| **Telephone Number** |  |
| **Email address** |  |
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| **National Insurance No.** |  |

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| **2. Homes and Communities Agency (HCA) Pre-Employment Questions** |

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| **Are you a direct relative of anybody currently employed by the HCA?**  (Spouse, Partner, Child, Parent, Sibling) | **Yes** |  | **No** |  | If yes, unfortunately we will be unable to process your application any further, under guidance given to us as part of our contract with the HCA. |
| **Are you a relative of anybody currently employed by the HCA?**  (Grandparent, Aunt, Uncle, Cousin) | **Yes** |  | **No** |  | The HCA will use this information to judge whether the relationship is acceptable to the HCA. Acceptance by the HCA is a prerequisite to an interview being arranged. The HCA’s decision is final. |
| If yes, please confirm name, role and place of work. |  | | | | |
| **Do you have any other relationship with anybody currently employed by the HCA?** | **Yes** |  | **No** |  | The HCA will use this information to judge whether the relationship is acceptable to the HCA. Acceptance by the HCA is a prerequisite to an interview being arranged. The HCA’s decision is final. |
| If yes, please confirm name, role and place of work. |  | | | | |
| **If you have answered yes to any of the questions above, do you consider there to be a potential conflict of interest as a result of your relationship?** | **Yes** |  | **No** |  |  |

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| **Signed** |  |
| **Name** |  |
| **Date** |  |

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| **3. The Post** |

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| **Post applied for:** |  |
| **How did you hear about the post?** |  |
| **In 300 words, tell us about your career to date, your skills and the special attributes you can bring to TEP.** | |
| *You can provide your answer here, or use a separate sheet. Don’t worry if the text spills over into a separate page.* | |

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| **4. Education and Referees – either fill in details below or refer to your CV** (we will verify the authenticity of any qualifications stated on this form) |

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| **College or University attended**  **(State Dates)** | **Degree, diplomas etc. obtained**  **(State grades)** |
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| **Please give details of membership of any professional institutions or societies (and membership number, if known) relevant to the position applied for** |  | |
| **Please provide a name and contact details for two referees who can comment on your professional skills and work experience. One should normally be your present or most recent employer.**  **We will not contact your referees without your permission** | **Referee 1** | **Referee 2** |

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| **5. Present or Last Employment** |

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| **Please provide the name, address & telephone number of Company; and a contact name – we will only contact your employer with your permission** | | | | **Position held** | **Reason for leaving or wishing to leave** | **Current/ Last Salary pension/benefits package and Annual Leave Allowance** |
| Contact name  Tel:  Email: | | | |  |  |  |
| **Dates employed:** | **From**  **Month/**  **Year** |  | **To**  **Month/**  **Year** |  |  |  |

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| **6. Previous Employment –** if present or last employment was under 3 years please provide employment details to cover this period. If unemployed, please state period of unemployment. |

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| **Name and address of Company** | **Dates employed** | | **Position held** | | **Reason for leaving** |
|  | **From**  **Month/**  **Year** | **To**  **Month/**  **Year** |
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| **7. Other Information** |

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| **Do you hold a full valid UK driving licence, with 8 or fewer penalty points?** | **Yes** |  | **No** |  | **Comment:** |
| **Are you eligible to work in the UK?** | **Yes** |  | **No** |  | **Comment:** |
| **Have you undergone a DBS check\* (Basic Disclosure) in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |
| **Have you undergone a screening test for Drugs & Alcohol\* in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |

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| **\* Due to client requirements, if successful in your application you will be required to complete a DBS (Basic Disclosure) check and undertake a drugs & alcohol screening test as a condition of employment. If you have this information already, you will need to provide copies of the results to be held in your personnel file.** |

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| **Equal Opportunities –** TEP is an Investor in People. We operate an Equal Opportunities Policy and seek to ensure opportunities for everyone to work safely and maximise their abilities. |

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| **Do you consider yourself to have a disability or long-term health condition?** | **Yes** |  | **No** |  |  |
| **Could we make any special provisions to assist during interview or in your work if successful?** | **Yes** |  | **No** |  | **Details:** |

**I confirm that the information I have provided is true and complete to the best of my knowledge.**

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| **SIGNED:** |  |

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| **NAME:** |  |

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| **DATE:** |  |

Please send the completed form together with a recent copy of your CV marked ‘Private & Confidential – to Mags Chriscoli, TEP, Genesis Centre, Birchwood Science Park, Warrington, Cheshire, WA3 7BH or email a copy of the completed form to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com)

Please note that we will always acknowledge each application and if an email response hasn’t been received within 3 working days please contact Mags Chriscoli at margaretchriscoli@tep.uk.com.