



## Technical Officer (Scheme Manager)

### The Role

- With support from the AA HQ leadership team the successful candidate will have responsibility for delivering the following key duties,
  - Management, development and growth of the Approved Contractor accreditation scheme(s) including line management of personnel.
  - Management, delivery and growth of the annual Arb Show
  - Staff representative on Association Working Groups (UAG/AWG)
  - Staff representative on various Industry bodies
  - Development, management and production and/or review of industry facing guidance
  - Technical Project activity as directed by the Technical Director or CEO
  - Assisting the AA staff team with member and public facing activities
- Being a managerial position, the successful candidate will be responsible for developing and executing the business plan including achieving the goals as defined by the association's strategy.
- Manage a range of technical activities including the identification, scope, specify and delivery future technical outputs.
- Budget holder for various technical-related expenses.
- Promote and support the Association through building the profile and brand, proactively utilising all available communication channels.
- Represent the Association in response to local, national and international media opportunities as and when they arise.
- Lead the Association response to industry consultations, actively seeking opportunities for the Association to contribute to emerging issues within the arboricultural and related industries.
- Assist the Technical Director and CEO (and trustees) in helping set and shape the technical strategy of the business and identify clear plans how to execute that strategy.
- Develop and maintain relationships at strategic levels to keep informed of industry issues and opportunities.

### Working with the technical, accreditation, training and events, marketing and administrative teams:

- Manage the delivery of the Association's accreditation schemes and network of assessors via delivery of assessments and workshops.
- Deliver technical training activity, advice and support as required including acting as the nominated AA representative upon various internal and external bodies.
- Assist with the delivery of event activities including Conference, Branch and other technical events.
- Assist and contribute to articles for inclusion in the Arb Magazine.

## The Person should ideally have

- A thorough understanding of arboriculture throughout the UK with a comprehensive record of technical leadership and practical experience.
- Demonstrable experience of financial planning, budgeting and expense control experience.
- Excellent interpersonal skills and the ability to work effectively with a variety of functional partners.
- Excellent leadership, project management, and time management skills.
- High-impact, effective communication skills and the ability to convey information at all levels of the organisation, with excellent written and verbal communication skills.
- Presentation skills and the confidence to speak, comment and advise on industry issues with appropriate discretion and judgment.
- International experience and a proven ability to work cross-culturally (global outlook), in an ever-changing technical environment; an ability and willingness to travel within the UK and possibly into Europe and other countries as required.
- Ability to deal with ambiguity and uncertainty, to adapt nimbly and lead others through complex situations.
- Familiarity with, and experience of contracting, training, regulation, compliance and/or risk management.
- Strong business knowledge and experience, with the ability to provide reports and analysis; develop and implement strategic plans within context of the larger picture.
- Skills and competence to supervise and manage others, including contractors, volunteers and members of AA staff.
- Ability to communicate effectively through both formal and informal means with all levels of the organisation.

## Behaviours

We'll assess you against these behaviours during the selection process:

- Changing and Improving activity
- Making Effective Decisions
- Leadership
- Working Together

You will be able to demonstrate:

- Business acumen and a proactive approach to opportunities, including researching, reviewing and negotiating.
- The ability to lead with composure and be results orientated. You will inspire confidence, make decisions and be able to work in a collaborative manner.
- Excellent interpersonal skills, the ability to communicate effectively.
- The mindset to develop long-term relationships that add value and are based on mutual trust.
- Strong organisational, prioritisation and problem-solving skills.
- Computer literacy, numeracy and be a fluent user of excel as well as the usual Microsoft Office suite.
- The drive to achieve and to be responsible for results.

## Qualifications

- Technician Membership of the Association (Minimum).
- Minimum of 10 years of arboricultural industry experience.

## Supporting Information

- The AA strategy can be found on the AA website – [www.trees.org.uk](http://www.trees.org.uk)
- Details of the technical team composition and all current technical outputs can also be found on the website.

## Application process

Interested candidates should email a comprehensive CV plus a covering letter outlining how they meet the person criteria set out above.

- The covering letter must include details of all formal training received and should specify salary expectation along with details of any current notice period.
- These documents must be emailed to the CEO – [stewart@trees.org.uk](mailto:stewart@trees.org.uk) – by 5pm on the **31<sup>st</sup> January 2020**.
- Successful candidates will be advised if they are to be invited for interview in early February 2020; unsuccessful candidates will also be advised at this time.
- It is envisaged the initial interview process will take place during February and March 2020.