



**Role Profile**

This section provides key information relating to the role

<b>Job Title:</b>	Tree Officer		
<b>Post No:</b>	P00184	<b>Grade:</b>	J
<b>Team:</b>	Landscape and Ecology	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Landscape and Ecology Manager		
<b>Responsible for:</b>	N/A		

**Overall job purpose:**

Working under the guidance and supervision of the Landscape and Ecology Manager, this role is responsible for the management of the borough's trees. You will be part of a small, professional team dealing with all aspects of the urban tree environment. You will advise the planning team on all aspects of tree protection. Wide range of tree management tasks including risk assessment, contract monitoring and planning advice.

**Key areas of focus:**

1.	Responsible for making immediate decisions of the risk on site for immediate action without the ability to refer the decisions to others.
2.	Responsible for the writing and execution of the Tree Strategy that sets the parameters of the management of the trees to maximise their amenity value and balance the demands of the public.
3.	Responsible for front line contact with the public, members, developers, structural engineers, loss adjusters and their agents and make complex professional responses to requests for information. Areas of professional expertise required to respond include planning law in relation to trees on development sites, Tree Preservation Orders, Estate Management schemes, complex subsidence evidence and plant pathology.
4.	Responsible for written representation, hearing and planning appeals against Tree Preservation Orders, High Hedge legislation and refusal of planning consent.
5.	Responsible for giving professional information about the nature and severity of any breach to the Enforcement Officer in the investigation and resolution of breaches in planning control in relation to trees.
6.	Responsible for the budget for tree maintenance and planting which imposes the need to prioritise risk, tree health and public expectation on a limited resource.
7.	Responsible for the day-to-day management of contractors, prioritising and controlling work flow within budgets, monitoring performance through quarterly

	Key Performance Indicators (KPI's) and enforcing non-performance clauses through the contract.
8.	Responsible for the annual inspection of the trees to judge the risk they pose in urban environment. The council use Ezytreev and QGIS software systems. This task also includes the responsibility to protect the confidentiality and security of the records.
9.	Responsible for enforcement of safe working practises of all the council's contractors whilst working in council land, as set down in Health and Safety and Street Works legislation is required. Failure to do so could be investigated by the Health and Safety Executive that could result in the risk to the Council's reputation and the potential to incur a financial penalty.
10.	Required to assist Head of Service and Head of Procurement with the writing of complex contract documents, including the instructions to the tenderer and specification and then evaluating the tenders.
11.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
12.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
13.	Any other duties that are commensurate with the level and grade of this post.

### Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Level Four qualification in arboriculture or equivalent degree in a related subject	x		AP/IN
Level Six qualification in arboriculture		x	AP
Experience of information technology applications for arboriculture or a related discipline	x		AP
Experience of GIS systems and applications along with advanced MS Office skills (to include the interrogation and production of statistical reports)	x		AP
<b>Knowledge</b>			

Experience of dealing with subsidence issues where trees are implicated	x		AP/AS
Experience in the tender process for letting contracts, including writing specifications and evaluating tenders	x		AP
Ability to assess risk and take an immediate decision	x		AP/AS
Ability to cost and prioritise tree work and manage a budget	x		AP/IN
<b>Skills and abilities</b>			
Experience of managing projects over the long term	x		AP
Experience in assessing contractors for technical competence and compliance with Health and Safety legislation	x		AP
Ability to work under pressure and meet deadlines	x		AS
Ability to convey complex information to a range of audiences in a range of formats in an accessible way	x		AS/IN
<b>Other attributes</b>			
Ability to deal with the unanticipated and re-organise workload accordingly	x		AS
Ability to communicate effectively and concisely orally and in writing which could include aggressive / difficult people	x		AS/IN
Ability to develop working relationships with residents, external partners and key stakeholders to deliver good tree management	x		IN
Hold a UK full driving licence and have access to a vehicle to travel around the borough	x		AP/IN

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

## Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.