

Hart job description and person specification

Job Description

Job title

Arboricultural Officer (Career Grade)

Department

Corporate

Grade

Career Graded (Grades G – I)

Salary

£38,182 – £49,378

Manager

Team Leader (Development Management)

Job summary

Reporting to the Team Leader (DM), this career-graded role helps deliver a high-quality, customer-focused arboricultural service in support of the Council's planning and related functions.

The postholder will process applications for works to protected trees and notifications of works to trees in conservation areas, make new TPOs, provide arboricultural advice on planning applications and pre-application enquiries, and undertake tree inspections and assessments across the district.

At Career Grade G the postholder will undertake straightforward, well-defined casework under close supervision while developing the necessary technical knowledge and skills. At Career Grade H the postholder will handle more routine casework under appropriate supervision. At Career Grade I the postholder will be expected to manage a full caseload with minimal supervision, including more complex and sensitive cases, contributing to positive outcomes for Hart's residents, businesses and

environment.

The role is open to candidates from a broad range of arboricultural and land-based backgrounds. This includes experienced tree surgeons seeking to move away from the practical application of the industry and into advisory, regulatory and legislative work; countryside or conservation officers with transferable land management skills; graduates in environmental or related disciplines; and those already working in an arboricultural consultancy or local government setting. Appointment may be made at Career Grade G, Career Grade H or Career Grade I depending on qualifications and experience.

Progression between grades will depend on achieving agreed qualification milestones, demonstrating the ability to handle a broader and more complex caseload with increasing independence, and consistently delivering services in line with Hart Council's values.

This post requires high performance output and the achievement of service objectives. It will also play a key role in shaping the future of the district, and of the Council as an effective, place-shaping organisation. This post will make a positive contribution to the Council's core values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel warm, welcome, wanted and cared for.

Main responsibilities and activities

1. To assist the DM Team in the day-to-day handling of all trees related matters for the planning function.
2. Ensure that service delivery complies with current legislation, regulations, guidelines, and accepted professional standards and keep up to date with current industry standards and innovation, government policy, legislation and regulations relating to tree matters.
3. In accordance with the agreed scheme of delegation and guidance criteria set down, to make recommendations on Tree Preservation Order works, make new TPOs and assess the suitability of notified works to trees in Conservation Areas.
4. When required, to prepare reports to Planning Committee and attend as required in order to assist the Senior Tree Officer / Team Leader with the presentation of new TPOs to elected Members.
5. To advise members of the public and others in response to correspondence on the telephone and at reception on the requirements for TPO and CA works applications and other associated matters as required.
6. To ensure the council meets its duty under section 197 of the Town and Country Planning Act 1990 to identify trees worthy of protection including serving Tree Preservation orders (TPO) when required.
7. To assist the Council by undertaking investigations in relation to alleged breaches of TPO/CA legislation and planning controls, including liaison with the shared legal services team and planning enforcement team as appropriate.

8. To assist with the handling of High Hedge complaints to the Council and take relevant next steps under the direction of the Senior Tree Officer / Team Leader.
9. To prepare technical advice and guidance documents in connection with trees, hedgerows and woodlands.
10. To work in an internal and external customer related way in accordance with Hart's Core Values, adopted procedures and good practice.
11. To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
12. To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.
13. To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
14. To liaise with elected Members of the Council and Parish and Town Councils on relevant applications.
15. To liaise with other Council departments in respect of trees as and when necessary.
16. To maintain knowledge of relevant legislation, best practice and case law, circulating relevant information to planning team members.
17. Provide a high-quality service for our residents, staff, managers, and external partners.
18. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
19. Promote the **HART Values** by:
 - Being **helpful**
 - Being **approachable**
 - Being **responsive**
 - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Person specification

Job title

Arboricultural Officer (Career Grade)

The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education and qualifications	Career Grade G: • Qualification at RQF Level 2 in arboriculture or a related land-based or countryside management subject; OR demonstrable practical experience in arboriculture, countryside management, ecology or a closely related field that provides a sound foundation for development into the role. • Commitment to achieving an arboricultural qualification at RQF Level 3 within an agreed timescale. Career Grade H: • Arboricultural qualification at RQF Level 3 (e.g. Level 3 Diploma in Arboriculture) or closely related subject; OR relevant degree (e.g. environmental or land-based discipline) plus arboricultural training/CPD. • Commitment to achieving RQF Level 4 or above in arboriculture within an agreed timescale. Career Grade I: • Arboricultural qualification at RQF Level 4 or above (e.g.	Membership or student membership of the Arboricultural Association or Institute of Chartered Foresters. To hold a Professional Tree Inspection certificate.	Application form, interview and certificate

	FDS Sc Arboriculture, Level 4 Diploma in Arboriculture or equivalent). • Evidence of ongoing continuing professional development.		
Experience and knowledge	Committed to providing high-quality customer service Career Grade G: • Practical experience in arboriculture, countryside or land management, ecology, or a closely related field — including, for example, tree surgery and climbing operations, conservation or habitat management, or grounds and estate management. • A willingness to develop knowledge of tree biology, tree assessment, and the legislative framework governing protected trees and trees in conservation areas. • No prior experience of local authority or planning work is required; the postholder will receive structured support and supervision to develop these skills. Career Grade H: • Some experience (for example 0–2 years) in arboriculture – this may be from contracting, consultancy, local government, or structured	Previous local government or similar public sector experience. Experience of working with planning, TPO or conservation area tree processes.	Application form and interview. Test where appropriate

	placement/graduate work. • Basic understanding of tree biology, tree defects and safe work specifications in line with BS 3998:2010. • Awareness of Tree Preservation Orders, conservation areas and the role of trees in the planning system. Career Grade I: • Practical experience (for example 2+ years) in an arboricultural role, including work with tree inspections and specifying tree works. • Experience of preparing written reports or advice notes on tree-related matters. • Demonstrable experience of working to statutory deadlines and providing high quality customer service.		
Skills and abilities	Excellent oral and written communication skills Good report writing skills Ability to research and analyse complex issues and data, and prepare clear and concise notes and reports Good project management skills		Application form and interview. Test where appropriate.

	Computer literate and proficient in Microsoft Office software Ability to make customers feel warm, wanted, welcome and cared for Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome		
Personal qualities	Innovation & drive Ability to work under pressure, prioritise and manage own workload Ability to work as part of a team and/or alone as required and use own initiative Political sensitivity and awareness Commitment to continuous professional and personal development Ability to manage own time Commitment to delivering the best possible services for residents and internal and external customers		Application form and interview

Other working requirements	Full driving licence and access to a car for work purposes Ability to attend meetings out of hours (such as Development Management Committee) Ability and willingness to undertake site visits in all weather conditions in varied locations, including isolated rural areas with poor access		Application form and interview. Driving Licence.
----------------------------	--	--	---

Signatures:

Job-holder

Manager