



## JOB DESCRIPTION

### DEPARTMENT

Environmental and Tech Services

### JOB TITLE

Senior Tree Officer

### HAY GRADE

I

### SALARY RANGE

£37,516 - £40,471

### RESPONSIBLE TO

Landscape Manager

### RESPONSIBLE FOR

Protected Trees, Tree Safety, Tree Strategy

## HEALTH CONSIDERATIONS/RISK/SURVEILANCE REQUIRED

Unaccompanied visits to isolated, construction, development and private garden sites, VDU work.

## DESCRIPTION OF DUTIES AND RESPONSIBILITIES

### Overview

This high-profile post will act as the competent officer on Arboricultural matters providing support and expert advice to the public, members, officers, and partner organisations. You will support the Landscape Manger by:

- Delivering The Council's statutory duties in relation to Arboriculture and to discharge the Council's obligations under the Town and Country Planning Act 1990 and its subsequent versions / variations.
- Deliver The Council's Tree Strategy in support of the agreed Local Plan and other National / Local Policy's
- Deliver and advise on all aspects relating to tree preservation, woodland management, hedgerow regulations, high hedge complaints, the preparation of related conservation policies, environmental enhancements, and tree safety issues for public open space and where trees effect non-public land.
- To support the Landscape Manager by being responsible for the appointment, co-ordination, and management of arboricultural contractors and consultants within agreed budgets.
- Provide line management for performance reviews and work areas of work the Tree Team
- Co-ordination of workload for tree services

- 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.

### **Dimension of Job**

- To support the delivery of service plan actions relating to tree protection and woodland management.
- To provide high levels of customer service both internally and externally.
- To provide support to the Emergency Planning Team as required
- To provide a high level of record keeping and review processes and data appropriately
- To promote the HART values by being helpful, approachable, responsive, and taking ownership of challenges and problems to ensure they are dealt with effect and authority.

### **Key Contacts/Communications Links**

#### **Internal**

- Head of Environment and Technical Services
- Head of Place (delegated to planning and principle planning officers)
- Countryside Manger
- Landscape Manger
- Leadership Team.
- Management Team
- Cabinet Members
- Councillors

#### **External**

- Parish and Town Councils.
- Hampshire County Council.
- Hampshire Tree Officer Forum (HTOF)
- Council contractors
- Consultants.

### **Key Responsibilities/Specific Duties**

1. To support the Landscape Manger by developing, coordinating, and delivering the Tree Policy and Tree Safety Policy and wider strategic related programmes/projects to achieve agreed objectives.
2. To deputies for the Landscape Manger in their absence, as required.
3. To co-ordinate the delivery of identified actions within the council's Tree Policy and Tree Safety Policy.
4. To provide expert advice relating to applications for consent for works covered by Tree Preservation Orders, Conservation Area applications and Major Development sites.
5. To prepare new tree preservation orders and update old tree preservation orders as necessary, including surveys, preparation of reports, aspects of objections and the efficient maintenance of records.

6. To monitor compliance with tree protection conditions, investigate non-compliance and provide enforcement action if required.
7. To process formal Appeals relating to decisions made under the regulations including preparation of additional information, presenting the council's case, attending inspections, and preparing evidence for formal hearings or enquiries as an expert witness.
8. To maintain the correct level of knowledge required to undertake the council's obligations for tree protection under the Town and Countryside Act 1990.
9. To maintain the correct level of knowledge required to deliver and review the Tree Safety Policy and organise / provide training for key staff members.
10. To consider and investigate high hedges applications under the Anti-Social Behaviour Act 2003,
11. To support the promotion of the Council's policies and strategies on tree and woodland management / protection throughout the organisation with presence at meetings and events as required.
12. To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel warm, welcome, wanted and cared for.
13. To promote the HART values at all times by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with appropriately.
14. Where a post involves working with members of the public, the post holder has a responsibility to be vigilant in identifying potential safeguarding issues and conduct themselves in a manner that protects both themselves and members of the public.

## **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.

**(For Management Posts)** This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

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 co-operate 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.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Revised (Date) 24 June 2021

Hay Job Evaluated (Date) 4 June 2021



## PERSON SPECIFICATION

### POST: Senior Tree Officer

#### *The HART Core Values:*

Hart District Council aims to recruit candidates who are committed to delivering our core values. It is our aim that customers should feel warm, welcome, wanted and cared for when they are interacting with our services. To achieve that, all staff are expected to be helpful, approachable, responsive, and to take ownership, to ensure challenges, problems or enquiries are dealt with and appropriately concluded.

This person specification sets out what we are looking for when recruiting to the above post. The essential and desirable attributes we are seeking for this role are set out below:

CRITERIA	ATTRIBUTES	ESSENTIAL (E) OR DESIRABLE (D)	METHOD OF MEASUREMENT
EDUCATION/ QUALIFICATIONS	Degree or graduate level, relevant RCF Level 6 qualification in arboriculture (such as BSc Arboriculture or Diploma in Arboriculture), otherwise minimum RCF Level 3 qualification (such as Tech Cert, Diploma in Arboriculture or FDS Sc Arboriculture)	E	Application Form / Certificate
	Professional Member of Arboricultural Association or member of Institute of Chartered Foresters	D	Application Form / Certificate
	To hold Professional Tree Inspection certificate	D	Application Form / Certificate
EXPERIENCE/ KNOWLEDGE	At least 5 years' experience of arboricultural practices and planning legislation	E	Application Form

	<p>Demonstrate knowledge of legislative requirements for the arboricultural profession, in the context of common, statute, and case law and show a good understanding of the Town and Country Planning Act 1990 and how this relates to trees.</p>	E	Interview
	<p>Have a detailed knowledge of current best arboricultural practices and associated guidance documents, demonstrating experience of specifying tree works (as per BS 3998:2010) and demonstrate experience of effectively overseeing and managing tree work contractors.</p>	E	Interview
	<p>Previous local government experience.</p>	D	Interview
	<p>Project management experience.</p>	D	Interview
	<p>Committed to providing high quality customer service</p>	E	Application Form
<b>SKILLS AND ABILITIES</b>	<p>Excellent communication and negotiation skills, including written communication and presentation skills</p>	E	Application Form / Interview
	<p>Ability and confidence to organise, arrange and administer multi-agency meetings.</p>	E	Interview
	<p>Ability to analyse and interpret data</p>	E	Application Form
	<p>Good project management skills</p>	D	Application Form
	<p>Report writing</p>	D	Application Form
	<p>Interpersonal skills / team player</p>	E	Interview
	<p>Computer literate and proficient in Microsoft Office software</p>	E	Interview
	<p>Ability to make customers feel warm, wanted, welcome and cared for</p>	E	Interview
	<p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome</p>	E	Interview

	Ability to make recommendations and decisions under pressure	E	Interview
PERSONAL QUALITIES/ APTITUDE	<b>Positive attitude</b> – You look at life as an opportunity and are happy to roll up your sleeves until the task is done, finding outcomes that residents/elected members or the organisation want. Using finance as a mechanism to ‘can do’ rather than ‘no way.’	E	Interview
	<b>Modest</b> – developing and building positive work relationships, recognising that everyone in the organisation contributes and everyone, no matter their seniority, deserve to be treated with respect.	E	Application Form
	<b>Thinking long term</b> – Take the initiative in using change to improve services, and genuinely listening to staff, stakeholders, and elected members, identifying areas for improvement, and making sure these are implemented.	E	Application Form & Interview
	<b>Positive about sharing</b> – Being enthusiastic and knowledgeable about the service and the council and self-confident in sharing ideas and opportunities using feedback to improve.	E	Application Form & Interview
	<b>Sincere</b> – Be friendly, fair, and easy to work with. Showing honesty, sincerity and integrity in all matters recognising that you may need to use different approaches to communicate effectively with different people to help aid their understanding.	E	Application Form & Interview
	<b>Driven</b> - A person with strong achievement drive, who demonstrates the highest level of personal credibility, integrity, and reliability.	E	Application Form & Interview
	Commitment to professional and personal development	E	Application Form & Interview

	Ability to manage own time Commitment to delivering the best possible services for residents, and internal and external customers	E	Application Form & Interview
MISCELLANEOUS /OTHER WORKING REQUIREMENTS	Full driving licence and access to a car for work purposes	E	Application Form & Interview
	Ability to attend meetings out of hours	E	Application Form
	Ability and willingness to undertake site visits in all weather conditions in varied locations, including isolated rural areas with poor access	E	Application Form

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Signatures:

Post Holder .....

Manager .....