



<b>JOB DESCRIPTION</b>
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<b>DEPARTMENT</b> Countryside Services	<b>JOB TITLE</b> Tree Officer
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<b>HAY GRADE/HOURS</b> F	<b>SALARY RANGE</b> £27,514 - £29,799
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<b>RESPONSIBLE TO</b> Landscape Manager	<b>RESPONSIBLE FOR</b> Tree safety, tree strategy and policy, trees and climate change, and support when necessary to Place Services for tree and planning enforcement
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<b>HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED</b> <i>Unaccompanied visits to isolated, construction, development and private garden sites, VDU work.</i>
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## DESCRIPTION OF DUTIES AND RESPONSIBILITIES

### Overview

This is an important post for an officer competent in 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 responsibilities in relation to trees
- Provide expertise on all aspects relating to tree risk and tree management, woodland management, and the preparation and review of related strategies and policies, including environmental enhancements and climate change adaptation.
- Deliver the Council's Tree Strategy in support of the agreed Local Plan and other National / Local Policy's
- To maintain a high degree of financial accountability and accuracy
- Supporting the Landscape Manger by managing staff, contractors and consultants, where appropriate.
- Making 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.
- Support Place Services when needed to discharge the Council's obligations under the Town and Country Planning (Trees) Regulations.

## **Dimension of Job**

- Support the delivery of service plan actions relating to all tree and woodland management issues.
- Provide high levels of customer service both internally and externally.
- Provide support to the Emergency Planning Team as required
- Provide a high level of record keeping and review processes and data appropriately
- 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. Support the Landscape Manger by coordinating, and delivering the Tree Safety Policy, emerging Tree Strategy and wider strategic related programmes/projects to achieve agreed objectives.
2. Maintain the correct level of knowledge required to deliver and review the Tree Safety Policy and organise / provide training for key staff members.
3. Support the promotion of the Council's policies and strategies on tree and woodland management / protection, taking account of the needs of climate change adaptation, throughout the organisation attending meetings and events as required.
4. Provide a high level of customer service for Hart residents, staff, managers, and external partners, so that they are made to feel warm, welcome, wanted and cared for.
5. To always promote the HART values by being helpful, approachable, responsive, and taking ownership of challenges and problems to ensure they are dealt with appropriately.

6. Holders of posts that have contact with the public have 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.
7. Consider and investigate high hedges applications under the Part 8 of the Anti-social Behaviour Act 2003,
8. Managing all aspects necessary to deliver the Council's duties with regard to the Town and Country Planning (Trees) Regulations

## 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.

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)

17<sup>th</sup> February 2021

Hay Job Evaluated (Date)

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## PERSON SPECIFICATION

### POST: 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	Minimum ABC Level 4 Diploma in Arboriculture or Level 3 Technician's Certificate in Arboriculture	E	Application Form / Certificate
	Level 5 or higher qualification in relevant subject e.g. Fdsc Arboriculture / BSc Arboriculture / BSc Urban Forestry / ABC Level 6 Diploma in Arboriculture	D	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
	Full driving licence	E	
EXPERIENCE/ KNOWLEDGE	Previous experience of working in tree maintenance services	E	Application Form
	Previous experience of working in tree maintenance services for a period of 6 months or more	D	

	<p>Demonstrate knowledge of legislative requirements for the arboricultural profession, in the context of common, statute, and case law</p> <p>Understand the Town and Country Planning Act 1990 and how this relates to trees.</p> <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> <p>Previous local government experience.</p> <p>Project management experience.</p> <p>Committed to providing high quality customer service</p>	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p>Excellent communication and negotiation skills, including written communication and presentation skills</p> <p>Ability and confidence to organise, arrange and administer multi-agency meetings.</p> <p>Ability to analyse and interpret data</p> <p>Good project management skills</p> <p>Report writing</p> <p>Interpersonal skills / team player</p> <p>Computer literate and proficient in Microsoft Office software</p> <p>Literate and proficient with tree management software</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>	<p>Application Form / Interview</p> <p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

	<p>Ability to make customers feel warm, wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome</p> <p>Ability to make recommendations and decisions under pressure</p>	<p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p>
<p>PERSONAL QUALITIES/APTITUDE</p>	<p><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.’</p> <p><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.</p> <p><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.</p> <p><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.</p> <p><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.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Application Form</p> <p>Application Form &amp; Interview</p> <p>Application Form &amp; Interview</p> <p>Application Form &amp; Interview</p>

	<p><b>Driven</b> - A person with strong achievement drive, who demonstrates the highest level of personal credibility, integrity, and reliability.</p> <p>Commitment to professional and personal development</p> <p>Ability to manage own time</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form &amp; Interview</p> <p>Application Form &amp; Interview</p> <p>Application Form &amp; Interview</p> <p>Application Form &amp; Interview</p>
MISCELLANEOUS /OTHER WORKING REQUIREMENTS	<p>Full driving licence and access to a car for work purposes</p> <p>Ability to attend meetings out of hours</p> <p>Ability and willingness to undertake site visits in all weather conditions in varied locations, including isolated rural areas with poor access</p>	<p>E</p> <p>E</p> <p>E</p>	<p>Application Form &amp; Interview</p> <p>Application Form</p> <p>Application Form</p>

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Signatures:

Post Holder .....

Manager .....