



Hart job description and person specification

Job Description

Job title

Senior Tree Officer

Department

Place

Grade

Grade I

Salary

£43,312 to £46,318

Manager

Team Leader

Job summary

Reporting to the Development Management & Building Control Manager, this role provides reliable tree advice for a variety of proposals relating to tree effects of pre-applications and planning applications, including major planning applications.

The successful applicant will assist the Council in meeting its corporate objectives and statutory obligations in relation to trees in relation to planning services. There will be ad-hoc support for the Countryside team or other Council departments as required on an ad-hoc basis.

To ensure the council provides an arboricultural service in line with relevant legislation, statutory requirements, national standards and the councils policies and procedures.

The roles requires an experienced arboriculturalist to assist in the delivery of best practice and value for money through high standards of customer service and

securing positive outcomes. To provide mentoring and support for the Council's planning function through sound advice.

This post requires high performance outputs 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 & BC Manager and Executive Director - Place in the day-to-day handling of tree 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 to the DM & BC Manager or Executive Director – Place on Tree Preservation Order works, new TPOs and works to Conservation Area Trees.
4. When required, to prepare reports to Planning Committee and attend as required in order to assist the DM & BC Manager and Executive Director - Place in the presentation of applications 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 handle all High Hedge complaints to the Council and take relevant next steps.
9. To assist Planning Officers with specialist tree input for use in statements of case for appeals conducted by written representations, and attend hearings and Public Inquiries as an expert witness as may be required.
10. To prepare technical advice and guidance documents in connection with trees, hedgerows and woodlands.
11. To work in an internal and external customer related way in accordance with Hart's Core Values, adopted procedures and good practice.
12. To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
13. To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.
14. To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
15. To liaise with elected Members of the Council and Parish and Town Councils on relevant applications.
16. To liaise with other Council departments in respect of trees as and when necessary.

17. To maintain knowledge of relevant legislation, best practice and case law, circulating relevant information to planning team members. 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

Senior Tree Officer

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	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 FDSc Arboriculture)	Professional Member of Arboricultural Association or member of Institute of Chartered Foresters To hold a Professional Tree Inspection certificate	Application form, interview and certificate
Experience and knowledge	At least 5 years' experience of arboricultural practices and planning legislation Demonstrate knowledge of legislative requirements for the arboricultural	Previous local government experience.	Application form and interview. Test where appropriate

	<p>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> <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) Committed to providing high quality customer service</p> <p>Committed to providing high quality customer service</p>		
<p>Skills and abilities</p>	<p>Excellent oral and written communication skills</p> <p>Good report writing skills</p> <p>Ability to research and analyse complex issues and data, and prepare clear and concise notes and reports</p> <p>Good project management skills</p> <p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to make customers feel warm,</p>		<p>Application form and interview. Test where appropriate.</p>

	<p>wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome</p>		
Personal qualities	<p>Innovation & drive</p> <p>Ability to work under pressure and amange a heavy workload</p> <p>Ability to work as part of a team and/or alone as required and use own initiative</p> <p>Political sensitivity and awareness</p> <p>Commitment to continuous professional and personal development</p> <p>Ability to manage own time</p> <p>Commitment to delivering the brest possible services for residents and internal and external customers</p>		Application form and interview
Other working requirements	<p>Full driving licence and access to a car for work purposes</p> <p>Ability to attend meetings out of hours (such as Development</p>		Application form and interview. Driving Licence.

	Management Committee)		
	Ability and willingness to undertake site visits in all weather conditions in varied locations, including isolated rural areas with poor access		

Signatures:

Job-holder

Manager