

# Tree Officer

## Job Description

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|-------------------------|------------------------------------|
| <b>Post</b>             | <b>Tree Officer</b>                |
| <b>Department</b>       | Development Management             |
| <b>Salary Grade</b>     | M2                                 |
| <b>Salary Range</b>     | £38,652 - £41,519                  |
| <b>Location</b>         | Pippbrook Council Offices, Dorking |
| <b>Reports to</b>       | Deputy Development Manager         |
| <b>Responsible for:</b> | N/A                                |

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## Post Objective

To provide professional advice to the Development Management Team and the Council on matters relating to the protection and management of trees. To administer the tree protection and associated legislation and deal with applications, notices, consultations and other related matters.

## Main Duties

- Give professional advice on the making and confirmation of Tree Preservation Orders, including carrying out amenity evaluations of trees. To include the writing of reports for the Development Management Committee and reviewing existing Orders, where necessary.
- Deal with and make recommendations on applications and notices to fell or undertake works to trees which are the subject of Tree Preservation Orders, situated within Conservation Areas and advise planning officers on planning conditions and pre-application enquiries/PPAs. To prepare reports in pursuance with the Development Manager's delegated powers and for the information of Ward Members.
- Seek to achieve the Department's performance targets for the processing of tree related matters.
- Undertake appeals against the Council's decisions on tree-works applications, including the writing of appeal statements and attendance at appeal site visits. Undertake High Hedge complaints cases
- Attend and give expert evidence at Informal Hearings and Public Inquiries.
- Work with the Development Management Team to achieve the legal and physical protection of trees which are subject to planning applications (including pre-application enquiries).

- Advise on the acceptability and suitability of landscaping proposals related to planning applications and environmental improvement schemes.
- Give professional advice to other officers of the Council on tree related matters, including advice on the scope and potential implications of the tree protection legislation as required.
- Ensure, in liaison with the Planning Support Team, that relevant records are maintained in accordance with required practice.
- Respond to consultations from the Forestry Commission and other organisations such as Surrey County Council, The Woodland Trust, The National Trust and Network Rail.
- Assist in producing and updating policy, guidance notes and leaflets on tree and landscape related matters.
- Represent the Council at meetings and present information to Members, Parish Councils and Residents' Associations as required.
- Administer the provisions of Part 8 of the Anti-Social Behaviour Act 2003 (the high hedges legislation). Also to have involvement in administering the provisions of the Hedgerows Regulations 1997.
- Carry out such duties as may be required by the post holder's line manager as appropriate to the post.
- To be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the post holder's line manager.
- To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the Council's Data Protection Policies.
- Health and Safety – to work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures.
- **This is a politically restricted post as defined by the Local Government and Housing Act 1989.**

## Person Specification

### Essential Experience and Knowledge

- Demonstrable commitment to the protection and sound management of trees, in accordance with policy
- Experience of Tree/Site inspections and report writing
- Knowledge of Health and Safety Regulations relating to tree work, including industry guidelines on personal safety when undertaking tree inspections.
- Experience in identification of tree pests, diseases and structural defects
- A thorough knowledge of tree condition assessment and fault diagnosis.
- Understanding of current Arboriculture and Forestry techniques and practices
- Knowledge of Biodiversity issues
- Experience of Tree Protection and GIS applications

### Education and Qualifications

- A recognised arboricultural qualification or related discipline to Level 5 of the Qualification and Credit Framework (QCF)
- Continued personal and professional development

### Skills

- Well organised and self-motivated with the ability to prioritise works in order of need.
- Effective verbal and written communication skills.
- Competent in the use of Microsoft Office including the functions of Outlook, Word, PowerPoint, Excel and Publisher.
- Able to make appropriate judgements, weighing arboricultural, amenity and practical considerations, often in sensitive situations
- Able to use or maintain GIS databases.
- Able to analyse and collate data using computer based software and produce written interpretative reports.
- Able to produce contract documentation, written specifications and schedules of quantities relating to arboricultural works and follow subsequent tendering and procurement routes.
- Able to learn, follow, interpret, enforce and communicate contracts, legislation, policies and procedures to customers, contractors and other stakeholders.

### Special Aptitudes

- Polite, courteous and approachable.

- Clear communicator and able to express ideas effectively with both fellow professionals and non-specialists.
- Can work independently of detailed supervision.
- Flexible approach to changing work characteristics.

## Job Requirements

- DBS check.
- Requirement to travel throughout the whole of Mole Valley.
- Able to work flexibly out of hours as required including emergency situations.
- Ability to work from home when required.
- Car owner and clean driving license with personal vehicle available for work use

Employee Signature

Date

Manager's Signature

Date

Job Description Template updated October 2023