

Job Title	Tree Officer (Planning)		
Grade (if known)	G	Revision date	November 2024
Directorate	Resident Services		
Business Unit /Section	Environmental Services / Parks and Streetscene		
Responsible to (job title)	Principal Tree Officer		
Responsible for total number of direct reports	0	Responsible for total number of staff managed	0
Main purpose of job			
<ol style="list-style-type: none"> To ensure that the council delivers its statutory duties for the protection of trees, woodland by providing an arboricultural service in accordance with council policy, prevailing statute, regulation, and guidance. 			
Main responsibilities			
<ol style="list-style-type: none"> To advise on the arboricultural implications of development, strategic planning and other proposals ensuring the authority meets relevant legislation and policy requirements and effectively protects, manages and enhanced the tree stock of the borough. To deliver the council's statutory duties for tree protection, including all aspects relating to Tree Preservation Orders (TPOs) and trees in Conservation Areas. To support the instigation, implementation and monitoring of arboricultural projects and initiatives, particularly in relation to the council's Tree Strategy, and the council's response to the Ecological Emergency Declaration, The Green Infrastructure Strategy, and the Climate Emergency. 			
Key tasks			
<ol style="list-style-type: none"> To provide expert technical advice and guidance on trees in respect of the development of land through the planning process, to include scrutiny of desk studies, site assessments and reports. This includes negotiation and discussions with planners, contractors, developers, and others. To work with the Planning team and other key internal and external bodies in the negotiation of packages of mitigation works in relation to trees/woodlands. To deliver the council's Tree Preservation Order (TPO) function, including making and enforcing TPOs. This includes preparing reports for and attending/presenting at Development Control Committee meetings. To process and determine applications for works to trees subject to a TPO and notifications of proposed works to trees in Conservation Areas (CA) To monitor and enforce new tree planting in relation to TPOs and trees on development sites, including making tree replacement notices. 			

6. To investigate alleged breaches of TPO/CA legislation and planning controls, including liaison with the Legal team and Compliance and Enforcement team as appropriate.
7. To prepare proofs of evidence and represent the council as a professional witness at Informal Hearings, Planning Appeals, and in court proceedings in relation to tree issues.
8. To periodically review TPOs that have been made by the council and to vary, modify and revoke them as appropriate.
9. To support colleagues in dealing with high hedges applications under the Anti-Social Behaviour Act 2003
10. To prepare technical advice and promotional material in connection with trees and woodlands.
11. To input to and deliver relevant projects as required as part of the emerging Tree Strategy.
12. To input to the development of other council policies and strategies relating to trees and woodlands.
13. To liaise with and provide arboricultural advice to Members and officers of the council, other agencies, organisations, and the general public.
14. To prepare and present reports to committees, working groups and panels of the council, and attend other public meetings.
15. To ensure that service delivery complies with national, regional, and local agendas on relevant matters.
16. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults).

Essential User	Yes
Special features and/or equipment <i>(anything 'out of the norm')</i>	<ol style="list-style-type: none"> 1. Extensive contact with the public and Ward Members. 2. Regular site visits. 3. Attendance at some evening and weekend meetings.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.