

Job Description

Post title	Senior Tree Officer
JE Reference No	N7160
Grade	8
Service	Neighbourhoods & Climate Change
Service Area	Environment – Environment & Outdoor Services
Reporting to	Principal Landscape Officer
Location	Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham.

DBS	This post is not subject to a disclosure.
Flexitime	This post is eligible for flexitime.
Politically restricted	This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Description of role

Providing professional arboricultural advice and specialist services to the Planning Service and other Council departments as required, and to assist the Council in meeting its corporate objectives and statutory obligations in relation to trees.

Duties and responsibilities

- To provide specialist arboricultural advice on planning matters including advice on pre-application enquiries, planning applications, monitoring and enforcement.
- To provide specialist arboricultural advice - including tree surveys and inspections - to other Council services and associated organisations under Service level Agreements as required.
- To provide specialist arboricultural advice on the protection of trees including preparing and making TPOs; reviewing, modifying, revoking and remaking TPOs; advising on TPO applications and Conservation Area Notices; managing the TPO database including GIS and other data; monitoring associated tree works; advising on enforcement action.

- To provide arboricultural advice on matters relating to legislation on hedges including High Hedges and Hedgerow Regulations.
- To advise members of the public on tree enquiries relating to private land explaining the legal consequences of Common Law and Statute Law judgements.
- To assist in liaison with the Forestry Commission on matters relating to grants, felling licences and other matters.
- To assist in the management and development of the Council's National Tree Week Scheme.
- To assist in the development and implementation of the Council's tree planting and green infrastructure strategies.
- To develop or assist in the development of new initiatives relating to trees.
- To liaise with other County Council Services and relevant outside bodies on matters relating to arboriculture and the wider work of the Landscape and Arboriculture Section.
- To represent the section, team, service or department in meetings, including cabinet and committee meetings.
- To represent the Council as a professional witness in Courts and at public inquiries.
- To keep abreast of developments in the field of arboriculture through a systematic programme of Continuing Professional Development.

Organisational responsibilities

- **Values and behaviours**
To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.
- **Smarter working, transformation and design principles**
To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.
- **Communication**
To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.
- **Health, Safety and Wellbeing**
To take responsibility for health, safety and wellbeing in accordance with the council's Health and Safety policy and procedures.

- **Equality and diversity**
To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.
- **Confidentiality**
To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.
- **Climate Change**
To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.
- **Performance management**
To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.
- **Quality assurance (for applicable posts)**
To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.
- **Management and leadership (for applicable posts)**
To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.
- **Financial management (for applicable posts)**
To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A nationally recognised arboricultural qualification to level 3. 	<ul style="list-style-type: none"> • A nationally recognised arboricultural qualification to level 5. • Member of the Arboricultural Association or ICF.
Experience	<ul style="list-style-type: none"> • Substantial post qualification experience in the arboriculture industry. • Experience of Tree Preservation Order regulations and process. • Experience of working unsupervised on given programmes of work. 	<ul style="list-style-type: none"> • Experience of the procedures for the placement and enforcement of Tree Preservation Orders.
Skills & Knowledge	<ul style="list-style-type: none"> • Working knowledge of Planning Legislation in relation to TPOs, Hedgerow Removal Notices and High Hedges. • Knowledge of the impact of trees upon existing structures and the effects of construction upon trees. • Health and safety requirements in relation to trees. • Ability to undertake assessments of tree health, pests and diseases and to instruct contractors on site. • Good communications skills including verbal, production of written reports. • Ability to manage work programmes. • Ability to use appropriate information technology for storage and retrieval of data. 	<ul style="list-style-type: none"> • Ability to use Geographic Information System
Personal Qualities	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative • Able to relate well to the public and to professional people within the Council and its partner organisations. • Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance). • May be required to work outside of normal office hours. 	