

Job Description



1 Job details

Job title:	Tree Officer
Team:	Development Management
Directorate:	Strategy and Planning
Post number:	P02089
Hours per week:	37
Grade:	Bands 4 - 6 (Career Grade) <i>Progression through the bands will be dependent on satisfactory performance also identified at the annual appraisal process. This is in addition to meeting the minimum criteria set out in the job description for each band.</i>
Base:	Lymington Town Hall
Accountable to:	Senior Tree Officer
Responsible for:	N/A
Budget Responsible Officer (BRO):	No
Car user:	Casual
Politically restricted:	No
Does this post involve working with children and/or vulnerable people?	No
Membership of professional body required:	Desirable – Membership of relevant body e.g. Arboricultural Association, QTRA
Key liaisons:	New Forest National Park Authority (NPA) staff, NPA members, partner organisations, property owners, agents, community groups

2 Role summary

- 2.1 To fulfill the NPA's statutory requirements and policies on tree preservation, tree safety, woodland and hedgerows and provide a high standard of arboricultural service.
- 2.2 To provide technical and information support to professional staff within the NPA. The post holder will help to ensure the NPA's spatial planning and conservation policies and expertise are based on sound data and that the tree service is at the forefront of best policy practice.

3 Main duties and responsibilities

- 3.1 To make, administer, implement and enforce Tree Preservation Orders and Conservation Area Regulations; to ensure that trees of significant amenity value are retained.

- 3.2 To assess and determine tree work applications received by the NPA within set timescales.
- 3.3 To assess and advise upon all stages of planning applications and related matters including appeal hearings affecting existing trees, so that practical measures of conservation and tree protection can be planned.
- 3.4 To manage the day-to-day aspects of the NPA's obligations with regard to hedgerow regulations, including the practical application of those regulations.
- 3.5 To investigate and examine dangerous trees and advise upon or implement any necessary action to protect the highway or property.
- 3.6 To give arboricultural advice to staff, members, local councils, local interest groups and the general public to promote practical understanding of trees and tree preservation.
- 3.7 To deal with enquiries from the general public, professional bodies, tree specialists and others, advising on the subjects of tree management, statutory protection of trees and hedgerow regulations.
- 3.8 To support data collection and database maintenance in accordance with the NPA's trees, woodlands and other conservation activities.
- 3.9 To maintain files, photographs, technical papers and other sources of information in support of the NPA's trees, woodlands and other conservation activities.
- 3.10 To prepare, develop and maintain map-based information systems (including GIS) in support of the NPA's planning and conservation activities.

4 Problem solving

4.1 Band 4:

The workload comprises of the more routine aspects of the role, either dealing personally with straightforward issues, or preparing information for action by senior colleagues.

4.2 Progression to Band 5:

More complex decisions must be determined within statutory time limits with limited referral to more senior staff. It is likely that a minimum of two years' experience is required to deal with these issues in a satisfactory manner.

4.3 Progression to Band 6:

The conservation of trees both publicly and privately owned relies heavily upon the direct use of technical and persuasive skills of the post holder. Failure to negotiate and persuade others could result in the loss of trees. It is likely that a minimum of four years' experience is required in order to have the confidence and ability to deal with these issues with minimum referral to others.

5 Decision making

5.1 Band 4:

At this level the Line Manager sets targets and objectives.

5.2 Progression to Band 5:

Required to take day-to-day decisions which may affect workload. In the line manager's absence, other decisions outside of the post holder's own knowledge area should be referred to other managers.

5.3 Progression to Band 6:

Makes an important contribution to the creative work of the NPA by means of exercising judgments relevant to tree conservation.

6 Operational responsibility

6.1 Band 4:

Give arboricultural advice to staff, members, local councils, local interest groups and the general public to promote practical understanding of trees and tree preservation.

Investigate and examine dangerous trees and advise upon or implement any necessary action to protect the highway or property. Where the post holder is unsure referral to the line manager should be undertaken before proceeding with any advice.

There will be access to sensitive and confidential information on individual cases.

6.2 Progression to Band 5:

Assess and advise upon all stages of planning applications and related matters including appeal hearings affecting trees so that practical measures of conservation and tree protection can be planned.

6.3 Progression to Band 6:

Make, administer, implement and enforce Tree Preservation Orders and Conservation Area Regulations in order to ensure that trees of significant amenity value are retained. Minimum of four years' experience.

7 Communication

7.1 Required to have good communication skills in order to relay information including specialist technical advice in a manner that is understood by the recipient.

7.2 Progression to band 5/6:

Excellent communication skills both oral and written are required as is political awareness. Direct communication with property owners, agents, community groups, partners, national agencies and members will be required.

8 Working conditions

8.1 Work from an office base but required to undertake frequent site visits.

8.3 A requirement to work outside normal office hours in order to meet the needs of the job.

8.4 The position may involve personal contact with people with differing views to the NPA's policies, plans and objectives.

8.5 Requires lone-working in relatively remote locations; woodlands, heathland and the coast.

9 General

9.1 At all times carry out responsibilities with due regard to NPA policy and procedures.

9.2 All staff have a responsibility to participate in the NPA's Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

10 Job description agreement

10.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's
signature:**

Date

**Manager's
signature:**

Date

Person Specification

Tree Officer Development Management

Criteria	Essential	Desirable	Assessed by
Education / qualifications A Diploma in Arboriculture, Ordinary National Diploma or National Certificate of Horticulture (Arboriculture) or equivalent arboriculture qualification		Y	A
Valid driving license	Y		A
Experience Relevant practical experience with demonstrable experience of dealing with Local Authority tree work applications, Tree Preservation Orders and advice to Development Control		Y	A / I
Demonstrate previous experience of working as an effective team member	Y		A / I
Knowledge Knowledge of the relevant part of the Town & Country Planning Act 1990 relating to protected trees		Y	A / I
Good IT skills, including experience in using GIS	Y		A / I
Skills The job requires extensive field work and demands rapid response to urgent situations	Y		A / I
Working under pressure and to tight deadlines	Y		A / I
Excellent communication and inter-personal skills	Y		A / I
Good organisational skills with experience of managing own workload to meet deadlines	Y		A / I
Demonstrates good customer service skills to interact effectively and professionally with external and internal customers	Y		A / I
Impact and attributes Experience of dealing sensitively with local communities and land owners. The post holder is required to handle emotionally charged meetings on occasion		Y	A / I
Ability to understand the need to treat all information confidentially	Y		A / I
Political awareness		Y	A / I

Evidence assessed by key: A = Application form
I = Interview
T = Testing / assessment