

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

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| Job title: | Tree Officer | Location: | Cirencester and home based |
| Job group: | Specialist - Level 2 | Peer group no: | PG112. |
| Reports to: | Heritage and Design Manager | Working hours: | f/t 37 hours |
| Business World Post number: | | Line management responsibility: | No |
| | | Direct Reports: | none |
| FTE Salary pro rata: | £31,544 - £34,363 | Contract type: | Permanent |
| | | Further detail: | NA |

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| Main purpose of this specific role: | To promote understanding, protection, management and enjoyment of our natural heritage, particularly trees and their role in enhancing the landscape and helping to address the climate and ecological emergencies |
| Essential qualifications/skills /experience specific to this role: | <ul style="list-style-type: none"> • A qualification in your area of expertise, equivalent to a degree (preferably at postgraduate level) and/or relevant experience of five years • A high level of knowledge, understanding and experience of all aspects of trees, woodland and arboriculture, including those relevant to the planning system and tree/woodland management. |

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| | <ul style="list-style-type: none"> • Experience of working flexibly as part of a team, collaborating with colleagues and stakeholders and working independently under pressure and within tight deadlines • Ability to remain calm and confident when dealing with challenging customers and environments and to resolve complex issues by negotiation • Excellent written and verbal communication skills |
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| | Generic Job Profile: |
| Main Purpose: | <p>The purpose of this role is to:</p> <ul style="list-style-type: none"> • To promote understanding, protection, management and enjoyment of our natural heritage, particularly trees and their role in enhancing the landscape and helping to address the climate and ecological emergencies • Provide technical expertise, advice and direction to internal and external customers on all matters related to trees and woodland when solving problems or managing risks • Apply a high level of expert knowledge within the arboricultural field and manage sensitive, open ended and complex case or project based work |
| Key Responsibilities: | <ol style="list-style-type: none"> 1. Advise colleagues, Councillors and the general public on arboricultural, tree and woodland issues 2. Provide specialist arboricultural input into planning applications and pre-applications; encouraging high standards of landscape design in new development – particularly the protection of existing and the planting of new trees and woodland. 3. Attend and advise the Planning Committee and the relevant Cabinet Members on tree and woodland matters, including the preparation and presentation of reports to these bodies 4. Act as Case Officer for tree works applications and notifications. 5. Serve, modify, revoke or confirm Tree Preservation Orders. |

6. Instigate or support enforcement action or prosecution in respect of illegal or unauthorised work.
7. Prepare written evidence and represent the Council as an expert witness on arboricultural issues in appeals and prosecutions.
8. Prepare, advise on and contribute to the tree and woodland aspects of statutory and non-statutory Development Plans, Development Briefs, supplementary planning documents etc.
9. Manage the Councils' own tree stock. (Including: tree inspections; tree works specifications; contractor audits; management and monitoring of tree works contracts, data management)
10. Assist with the supervision of consultants providing specialist arboricultural advice.
11. Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions that meet the needs of all stakeholders with limited guidance and direction
12. Working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard
13. Be responsible for small projects or input into large projects.
14. Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take action
15. Ability to interpret and find solutions to ambiguous and partial information.
16. Play an integral role in innovating products and continuously improving services
17. Act as a lead technical advisor within the relevant service area
18. Mentor and train colleagues
19. Carry out duties with discretion, integrity and maintain confidentiality
20. Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes

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| | <p>21. Ensure that issues and problems are effectively mitigated and solutions developed which meet customer needs</p> <p>22. Ensure all relevant customer and company information is captured and recorded accurately</p> <p>23. Understand and demonstrate commitment in delivering the key performance indicators within the function</p> <p>24. Undertake any other duties as reasonably required to do so</p> |
| <p>General Accountabilities:</p> | <ul style="list-style-type: none"> ● The post holder is responsible for maintaining a safe working environment and ensuring, as is reasonably practicable, that safe working practices are adopted by employees within this work environment ● Work in compliance with the Codes of Conduct, Regulations and policies of Publica ● To support the response to a major incident, including taking up a designated role within the emergency management framework |
| <p>Essential Requirements, Qualifications, Skills and Abilities:</p> | <ul style="list-style-type: none"> ● A qualification in arboriculture or a related field, equivalent to a degree and/or relevant experience of five years ● LANTRA-accredited Arboricultural Association Professional Tree Inspection training (or equivalent) ● A high level of knowledge, understanding and experience of all aspects of tree and woodland issues, particularly those relevant to the planning system and tree management. ● GCSE Maths and English or equivalent to grade C/4 or higher ● Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders ● Experience of being involved in continuously improving services and developing products to meet customer need ● Ability to remain calm and confident when dealing with challenging customers and environments |

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| | <ul style="list-style-type: none"> • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google |
| Desirable Requirements Qualifications, Skills and Abilities: | <ul style="list-style-type: none"> • Relevant recognised postgraduate academic or professional qualification • Knowledge, understanding or experience of project management • Membership of a relevant professional body • Experience of the planning system and local government • Experience of acting as an expert witness |
| Special Conditions: | <ul style="list-style-type: none"> • There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business • You will be expected to work reasonable additional hours in line with the needs of the service • Ability to travel |
| Date reviewed: | 14/07/2021 |
| Reviewed by: | Sophia price |
| Manager job title: | Heritage and design Manager |
| Date of issue: | 08/07/2021 |