

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Tree & Woods Officer

Assets & Environment, Place

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring innovative ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



West
Northamptonshire
Council

Purpose and impact:

To implement the Council's newly created Tree & Woods Strategy and be responsible for a portfolio of projects to manage and protect existing tree stocks, and plan for future planting and maintenance to significantly contribute to nature recovery and mitigate against climate risks in and beyond West Northamptonshire for the benefit of biodiversity and people.

The post holder will be working with stakeholders to strategically plant hedgerows and trees to create new coppices, forests and street trees that will help the restoration of natural habitats across West Northants and enable all types of species to thrive. As well as enhancing the eco-systems and biodiversity of West Northamptonshire, it will have a significant positive benefit to the physical, mental, social, economic, health and safety, and environmental wellbeing for its residents and visitors. Implementing the projects within the strategy, and possibly elements from other council lead strategies, will increase the amount of tree canopy cover that will help towards mitigating flood, wind, harmful ultraviolet rays and other environmental consequences due to climate change and pasted / present developments, etc.

Accountable to:

This role is accountable to the Environment, Countryside & Parks Manager and, is responsible for the direct line management of 1 Business administrator. The role sits within Facilities, Public Realm and Heritage service, part of the Place Directorate in West Northamptonshire Council.

Responsibilities:

1. Lead on the continuous implementation of the Tree & Woods Strategy for West Northamptonshire and deliver associated projects on time.
2. Be responsible for the delivery of a complex work programme to ensure the objectives of the Tree & Woods Strategy are met and the expectations of the Council and its stakeholders are achieved.
3. Develop and manage all reporting, evaluation, communications, and evidence systems and ensure timely reporting to the Environmental, Countryside & Open Spaces Manager, Nature Recovery Officer, Members, and other groups as required i.e., Local Nature Recovery Strategy (LNRS) and Biodiversity Net Gain (BNG) groups.
4. To be WNC's representative on all matters relating to the WNC Tree & Woods Strategy and work in partnership with WNC's Environmental Services Contractors.
5. Implement and lead on a planned management and maintenance programme of the West Northamptonshire tree stock, including surveys and inspections, across a wide and varied portfolio e.g., Parks, Cemeteries, Housing and Highway areas.
6. Engage with groups and individuals i.e., landowners, farmers, land managers and specialist advisors to give advice on sourcing, specifying, and planting the right tree(s) at the right location at the right time, and identify opportunities to enhance the nature network, including the opportunities provided by LNRS and BNG projects.
7. Encourage community engagement with nature recovery, supporting the work of local groups, promoting and helping with community tree planting, planning and signposting groups to funding opportunities.
8. Efficient and effective procurement and management of contracts, maximising value for money.
9. Ensuring that there is effective and timely provision, forecasting and analysis of financial data to enable robust budget and strategic management and planning, minimising risks (including the risk of fraud), and maximising potential benefit for LNRS and BNG.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the postholder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Leadership, negotiation and influencing skills, including the ability to develop policy to successfully delivery strategic conservation initiatives.	Essential	A, I
Political sensitivity and a demonstrable ability to recognise, influence, and manage the communications consequences of sensitive issues.	Essential	A, I
Ability to develop strategies, projects and a programme of works with partners.	Essential	A, I
Ability to prioritise work to meet multiple tight and conflicting deadlines and work independently, making effective use of time.	Essential	A, I
Good written and oral communication skills. With the ability to represent the Council at public and other meetings as required.	Essential	A, I
Clear understanding of the potential of IT to improve service outcomes, and good personal IT skills including standard office software.	Essential	A, I
Ability to develop and maintain good working relationships with a wide range of customers, stakeholders and partners.	Essential	A, I
Proactive and innovative approach to problem solving and decision making.	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Knowledge and understanding of successful approaches to managing conservation.	Essential	A, I
Knowledge and understanding of the public sector, local government environment and its impact on the natural environment.	Essential	A, I
Knowledge of H&S regulation and its relationship to successful project management	Essential	A, I
Knowledge and understanding of project management approaches and their uses in medium- and long-term projects.	Essential	A, I
Knowledge of BS 5837:2012 Trees in Relation to Design, Demolition & Construction.	Desirable	A, I
Proven understanding of procurement and contract management.	Desirable	A, I
Evidence of continual professional development.	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Demonstrable experience in delivering Arboriculture Strategies, Policies & Procedures and creation of work programmes.	Essential	A, I
Working with national and local policy/initiatives for tree canopy mapping and nature recovery, conservation and planning.	Essential	A, I
Working with local planning policy.	Essential	A, I
Working with a broad range of stakeholders, including public, private, and voluntary sectors.	Essential	A, I
Experience of, and demonstrable achievement in, change management within a conservation environment.	Essential	A, I
Delivering high-profile projects on time and within budget.	Essential	A, I
Experience of project management mechanisms and their uses in medium- and long-term projects.	Desirable	A, I
Experience of working in local government.	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree or equivalent Arboriculture qualification (for example - HNC Arb, AA Tech Cert, NDip Arb)	Essential	A, I, D
Full license which confers the right to drive in the UK	Essential	A, I, D
Institute of Chartered Foresters (Chartered Arboriculturist)	Desirable	A, I, D
Project management (e.g., Prince2 or Agile)	Desirable	A, I, D
IOSH Managing Safety	Desirable	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	Brixworth Country Park
Job family band:	Regulatory & Technical Band 9 - tbc	Worker type:	Fixed
Salary range:	£46,878 - £50,071 - tbc	Budget responsibility:	£0.5m - £1m
People management responsibility:	1 direct report		

Working conditions & how we work:

- **Working conditions** - The role will require the post holder to undertake site visits, this will include land with uneven surfaces i.e., Parks and Open spaces.
- **The team** - You will work as part of the Environment, Countryside & Parks team which include both strategic and operational roles to ensure ours parks and open spaces are maintained and developed for West Northamptonshire residents to enjoy.
- **Flexibility** - This role has been identified as a fixed worker type; this means that you will have a specific location for work, but can also work from other work locations to meet the demands of the role.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our absolute best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to gain experience individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

