# Job Description and Person Specification

## Job details

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| Job title: Senior Tree and Landscape Officer  |

Grade: 7

Reports to: Planning Development Manager

Responsible for:

Directorate and Service area: Planning Services

## Purpose of the job

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| To provide a professional conservation service in respect of Tree Preservation Orders, Tree Works, Hedgerow Regulations, High Hedges, Landscape, Environmental Projects, Rights of Way and preparation of Policies, Strategies and Supplementary Planning Documents and Consultations.  |

## Principal responsibilities

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|  * Make new Tree Preservation Orders and amend/ renew existing orders, as appropriate
* Assess applications and notifications for works to preserved trees and trees in Conservation Areas
* Carry out tree inspections and site visits, and prepare health and condition reports for East Northamptonshire Council and provide associated arboricultural advice to Parish Councils and members of the public
* Provide professional advice and recommendations on arboricultural and landscape issues to the Development Management Team for planning applications and to other officers, members, prospective developers and the general public
* Determine complaints made under Part 8 of the Anti Social Behaviour Act in relation to High Hedges
* Represent the Council at appeals in relation to tree and landscape matters, including preparation of reports, statements and attendance at appeals
* Investigate unauthorised works, recommend responses and instigate enforcement actions, as required
* Prepare policies, strategies and supplementary planning documents on a district, joint district, county and sub-regional level and subsequent implementation.
* Lead the implementation of environmental projects
* Respond to consultations from external government organisations and departments (for example, the Forestry Commission’s Felling Licence applications
* Assess and process applications for the diversion of Public Rights of Way
* Manage external consultants and contractors
* Prepare Committee Reports, to include presentation of reports at Planning Policy Committee and other Committees, as required
* Liaise with other sections of the Council’s Planning Service, other sections of the Council and other bodies to ensure full consideration is given to all factors relating to conservation of the natural environment
* Ensure effective monitoring takes place through establishing targets and indicators, carrying out research and managing data
* Attend meetings and site visits, occasionally out of hours
* Deal with general and specific correspondence in accordance with performance targets
* Maintain professional competence through continuing professional development, including keeping up-to-date with changes in legislation, guidance and best practice and dissemination of information and ideas to colleagues
* Any other matters relevant to the post as may be directed from time to time

***Main Outcomes to be achieved***

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|  * Timely making and management of Tree Preservation Orders, the determination of applications for Tree Works, High Hedge applications, Hedgerow Removal Notifications and Rights of Way diversion applications.
* Timely provision of professional arboricultural and landscape advice to the Development Management Team and to other officers, members, prospective developers and the general public.
* Preparation of policies, strategies and supplementary planning documents on a district, joint district, county or sub-regional level.
* Ensure effective targets and indicators are established and monitoring systems are in place.
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## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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 post holder.

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
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| Education, Qualifications and Training | Hold a relevant degree or professional qualification in arboriculture (QCF Diploma at level 4 in Arboriculture – or equivalent | * QCF Certificate and Diploma level 6 in Arboriculture
* Membership of the Arboricultural Association or equivalent professional body
* LANTRA Professional Tree Inspection Qualification
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| Experience and Knowledge | * Thorough understanding of Tree Preservation Order, Conservation Area, High Hedge Legislation and associated tree and landscape legislation and procedures.
* Experience of using Microsoft packages
 | * Good understanding of Local Government procedures and practices
* Experience of using Uniform system and other computerised planning systems including Geographical Information Systems, paperless planning
* Presenting information at appeals
* Preparation of policies, strategies and supplementary planning documents
* Involvement in the implementation of environmental projects
* Understanding of performance management techniques
* Experience of writing reports for committee and/or customers
* Good general political awareness and experience of working with Councillors
* Experience of working with and/or managing consultants
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| Ability and Skills | * Excellent communication and writing skills
* Able to communicate effectively with different stakeholders and customers at all levels.
* Good communication skills
* Ability to make decisions using own initiative and take responsibility for actions that will impact on the activities of others
* Excellent time management and organisational skills to meet tight deadlines
* Ability to work under pressure, balance competing workloads and handle complex/difficult situations
* Full driving licence/access to own transport.
* Enthusiastic
* Adaptable and flexible
* Confident and assertive
* Able to work as part of a team and with members of other professions and customers within and outside of the Council and also work using own initiative
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| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  |  |