



Job Summary Overview

Job title	Senior Officer Tree Service
Career family	Place, Public Protection and Regulatory
Professional pathway	Environment and Climate Action
Career family level	Senior Officer (Tier 7)
Grade	G11
Reports to	Tree Service Manager
Financial responsibility	Raises purchase orders related to £50k budget for Property, Estates & Schools. Raises external invoices and processes internal recharges.
Supervisory responsibility	Supervision of Tree Officers (6 indirect posts)
Reference number	

Job Summary

The Senior Officer Tree provides specialist arboricultural advice across the council's property, estate and schools portfolio, gives planning advice and deals with public enquiries. The role manages the delivery and development of the Property & Estates Strategic Tree Care Plan and delivers the objectives of the Tree Policy.

The post-holder advises on complex cases and schemes on sites where the council has responsibility for trees, assessing and advising on the potential arboricultural impact of internal schemes related to engineering proposals to minimise tree loss and ensure appropriate compensation is secured through CAVAT, where tree loss is unavoidable, while ensuring the Tree Policy is adhered to. The role leads and supports the development of colleagues, improving ways of working and responds to enquiries, complaints and information requests.

Key Responsibilities

- Provide arboricultural advice, guidance and strategic plans for property, estates and schools teams, including site managers.
- Provide comments and responses (including advice and guidance) related to Regulation 3 planning matters, including minerals and waste site planning applications; and stopping-up agreements related to the Highway Act, where impacts to trees must be assessed, reviewed and mitigated.
- Carry out and oversee tree inspections and condition assessments, evaluating risk, making autonomous decisions related to the assessment, management and retention of County trees and, when necessary, private trees.



- Support Tree Officers with delivery of structured programmes of tree inspections, Section 38 & 278 legal agreements related to trees, respond to public enquiries and requests for information.
- Collate, cost, arrange, oversee delivery and audit arboricultural works undertaken through the Tree Care Framework in compliance with the council's financial processes. This may include arboricultural works undertaken outside of the framework but that relate to the council's trees.
- Manage, review and improve the council's tree and woodland asset information, including ensuring the tree database is accurately maintained.
- Use data to inform and plan inspection programmes and support evidence-based decisions and reporting.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Formal Arboricultural qualification to at least Level 5 or equivalent demonstrable experience working at a senior level.	✓	
Demonstrate significant experience in conducting practical Visual Tree Assessment (VTA) arboricultural surveys; determining 'risk' associated with challenging situations; showing the ability to make informed decisions when surveying trees in terms of current and future management; and prescribing works to manage trees.	✓	
Have a detailed knowledge of current best arboricultural practices and associated guidance documents, demonstrating experience of specifying tree works (as per BS 3998:2010) and demonstrate experience of effectively overseeing and managing tree work contractors.	✓	
Demonstrate knowledge of legislative requirements for the arboricultural profession, in the context of common, statute, and case law; and show a good understanding of Acts of Parliament and how these relate to trees.	✓	
Detailed knowledge of the planning system and how this relates to trees, especially in matters relating the Town and Country Planning Act 1990.	✓	
Demonstrate experience of responding to and commenting on arboricultural surveys (BS5837:2012), Arboricultural Impact Assessments (AIA) and Arboricultural Method Statements (AMS) related to design, planning and delivery.	✓	
Demonstrate experience of working collaboratively across multiple disciplines within an organisation to provide positive solutions.	✓	
Demonstrate experience of delivering high quality customer service to a range of customers and stakeholders.	✓	
Report writing, data analytic skills and correspondence skills demonstrating the ability to provide clear and coherent information suitable for the audience concerned.	✓	
Showcase excellent communication skills utilising a variety of methods, such as face-to-face, email, phone, letter writing and others.	✓	
Have a full and valid driving licence and use of a vehicle.	✓	



LANTRA Professional Tree Inspection	✓	
Demonstrate the ability to follow clear instructions.	✓	
Experience of working in Public Service / a Local Authority		✓
Demonstrate experience and knowledge of Geographic Information Systems (GIS) and tree asset management systems.		✓
Demonstrate a commitment to Continuous Professional Development (CPD) and be a Member of a relevant professional body.		✓
Experience of managing or supervising staff		✓

Working Arrangements

- The post is not politically restricted.
- Basic DBS check
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	X	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	x	Restricted postural change – prolonged sitting
x	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
x	Working on/ or near a road	x	Regular work outdoors
x	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
x	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse



☐	Potential exposure to blood or bodily fluids	X	Face-to-face contact with members of the public
x	Other (please specify): Detailed in service risk assessments		