**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Senior Tree Officer (Highways) |
| Salary: | £40476 - £43693 |
| Grade: | G11 |
| Hours: | 37 hours per week  We are open to discussions about flexible working. |
| Team: | Tree Service |
| Service Area: | Countryside Access & Tree Service  Environment & Circular Economy |
| Primary Location: | The primary location is usually Sutton Farm, Stanton Harcourt.  Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | No direct responsibility |
| Responsible to: | Tree Service Manager |
| Responsible for: | 6 Tree Officers and Tree Inspectors |
| Political Restricted Post: | No |

## Job Purpose

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| Tree Officers are the Council’s specialists in all matters relating to arboricultural matters.  This senior post will utilise their detailed technical knowledge to support, deliver and enhance the following functions:   * Providing arboricultural guidance in regard to planning, ecological, engineering and environmental considerations within mainly a highway context but potentially for other sites where Oxfordshire County Council has responsibility for trees. * Assessing and advising on the potential arboricultural impact of internal highway related schemes related to engineering proposals to ensure appropriate mitigation to minimise tree loss & seek additional new planting, where possible. * Contribute to the delivery and development of the Highway Tree Management Plan including reviewing the plan to identify efficiencies and potential innovations in service processes & delivery. |

## Job Responsibilities

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| Team Leadership and Management   * Promote and deliver a positive and proactive Health, Safety and Wellbeing culture and ensure this is embedded into everyday working and legislative requirements and council policies and procedures are met both within the team and by suppliers. * To lead, inspire and motivate the direct team, through the efficient and effective management of services, staff and resources. * Develop a workforce plan within the team, ensuring that there is sufficient resource and managing any recruitment within the team * Undertake any HR processes within the team, including onboarding and induction, one to one/12.3.2 meetings and performance management. * Create a clear sense of ambition, performance and ownership of objectives through the effective use of performance management processes ensuring delivery of required service standards. * Embed a culture of continuous improvement, building skills and knowledge amongst staff across the team. This may include the delivery of training to the team or colleagues. * Promote a strong customer focus within the team and take account of stakeholder requirements, building them into work planning.   Technical / Professional   * Implement Oxfordshire County Council’s (OCC) Tree Policy covering the management and enhancement of the Council’s tree and woodland asset. * Make autonomous decisions related to the assessment, management and retention of public and when necessary, private trees. * Support the Transport Development Control team with decision making by leading on complex arboricultural matters throughout the development management process. These will include:   + Town and Country Planning Act Regulation 3   + Highways Act s278 agreements   + Highways Act s38 agreements   + Highways Act stopping up agreements   + Minerals and Waste sites   + Such other schemes for which the County Council may be the determining authority and relate to trees and/or woodland * Provide arboricultural guidance and decisions to the Major Projects Teams. * Respond to Freedom of Information requests relating to county-maintained tree and woodland assets. * Maintain and use the tree database for collating, updating and manipulating data on the Council’s tree and woodland asset. * Support Tree Officers in decision making with tree-related insurance claims including alleged subsidence and alleged direct damage. * Contribute to the strategic management of the tree and woodland asset ensuring the tree asset is appropriately maintained and supplemented through planting opportunities by providing support to Tree Officers with delivery of structured programmes of tree inspections and condition assessments. * Provide decisions on tree management relating to the Council’s tree and woodland assets. This will include support with public enquiries and advice requests from internal and external stakeholders. * Prepare, tender and monitor arboricultural works performed within the framework contract and works undertaken outside of the framework that relate to the OCC tree and woodland asset using the tree database and OCC’s financial processes. * Deliver and maintain quality standards in accordance with current best practice relating to tree management operations. * Organise and oversee the driven surveys of the highway network on an annual basis. * Identify opportunities for income generation by developing relationships with other council departments and potential external organisations. * Enhancing customer service standards and community engagement. * Investigating public complaints concerning the Council’s tree and woodland asset. * Supporting and deputising for the Tree Service Manager. * Identify opportunities within the Tree Service to improve efficiency, performance and delivery. * To undertake other duties, commensurate with the post, that may be deemed necessary. |

# Section B: Selection Criteria

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| 1. Formal Arboricultural qualification to at least Level 5 or equivalent. | A, D |
| 1. 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. | A, I, T |
| 1. 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. | A, I, T |
| 1. Demonstrate knowledge of legislative requirements for the arboricultural profession, in the context of common, statute, and case law and show a good understanding of the Highways Act 1980 and how this relates to trees. | A, I, T |
| 1. Detailed knowledge of the planning system and how this relates to trees, especially in matters relating the Town and Country Planning Act 1990. | A, I, T |
| 1. 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. | A, I |
| 1. Demonstrate experience of working collaboratively across multiple disciplines within an organisation to provide positive solutions. | A, I |
| 1. Demonstrate experience of delivering high quality customer service to a range of customers and stakeholders. | A, I |
| 1. Report writing, data analytic skills and correspondence skills demonstrating the ability to provide clear and coherent information suitable for the audience concerned. | A, I, T |
| 1. Showcase excellent communication skills utilising a variety of methods, such as face-to-face, email, phone, letter writing and others. | A, I, T |
| 1. Demonstrate experience and knowledge of Geographic Information Systems (GIS) and tree asset management systems. | A, I |
| 1. LANTRA Professional Tree Inspection | A, D |
| 1. Demonstrate the ability to follow clear instructions. | A, I, T |
| Desirable Criteria | Assessed By: |
| 1. Experience of working in Public Service / a Local Authority | A, I |
| 1. Have a full and valid driving license. | A, D |
| 1. Demonstrate a commitment to Continuous Professional Development (CPD) and be a Member of a relevant professional body. | A, I, D |
| 1. Membership of a professional Arboricultural/Forestry related organisation | A, D |
| 1. Experience of managing or supervising staff | A, I |

# Section C: Pre-employment Checks

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. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy. The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | 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 |  | 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 |  | Restricted postural change – prolonged sitting |
|  | 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 |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | 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 |
|  | 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 |  | Face-to-face contact with members of the public |

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|  | Other (please specify): Detailed within Tree Service Risk Assessment 2021 |

October 2023