



<b>Job Summary Overview</b>	
<b>Job title</b>	Tree Officer
<b>Career family</b>	Place, Public Protection and Regulatory
<b>Professional pathway</b>	Environment and Climate Action
<b>Career family level</b>	Intermediate Officer (Tier 7)
<b>Grade</b>	G9
<b>Reports to</b>	Team Leader Tree Operations
<b>Financial responsibility</b>	Role requires PO raising/invoicing and influence over expenditure of £630k budget
<b>Supervisory responsibility</b>	None
<b>Reference number</b>	

## **Job Summary**

Overseeing and implementing tree management covering an area of the county in partnership with colleagues, ensuring a holistic and consistent approach. to managing and protecting trees across the county. Delivering the tree management strategy in accordance with best practice, legislation and the councils tree policy.

### **Key Responsibilities:**

- Provide decisions on tree management and respond to enquiries relating to the Council's tree assets. Including public enquiries and advice requests from internal and external stakeholders.
- To deliver risk management methodology and assessments by working with members of the Tree Service to implement structured programmes of tree inspections, condition assessments and a proactive tree management strategy.
- Monitor arboricultural works including tree planting and prepare, and monitor works performed within the framework contract and works undertaken outside of the framework but that relate to Oxfordshire County Council (OCC) highway trees. Use mini competition processes to determine the allocation of work through the framework contract.
- To achieve and maintain quality standards in accordance with current best practice relating to tree management operations.



- Organise and undertake the surveying of all trees on the Highway network by maintaining accurate records of tree surveys through use of tree management software and other relevant software applications as deemed necessary.
- Collate, cost and issue tree work using the tree database and OCC's financial processes.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Formal Arboricultural qualification to at least Level 3 or equivalent.	✓	
LANTRA Professional Tree Inspection	✓	
Demonstrate 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 the Highways Act 1980 and how this relates to trees.	✓	
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.	✓	
Demonstrate experience of working collaboratively across multiple disciplines within an organisation to provide positive solutions.	✓	
Have a full and valid driving license.	✓	
Demonstrate the ability to follow clear instruction.	✓	
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.		✓
--	--	---

## Working Arrangements

- The post is not politically restricted.
- Basic DBS check required
- Contractual base as detailed on contract, but you can 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).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	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)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
x	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
x	Working on/ or near a road	x	Regular work outdoors
x	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
x	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	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 assessment		