

Job Description

Section A: Job Profile

Job Details

Job Title:	Tree Officer
Grade:	G9
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:	Sutton Farm, Stanton Harcourt, OX29 5RD 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:	None
Responsible to:	Senior Tree Officer (Highways)
Responsible for:	No direct staff
Political Restricted Post:	No

Job Purpose

Tree Officers are the Council's specialists in tree care. This includes arboricultural management and processes; dealing with enquiries; and resolving public complaints concerning the Council's tree stock.

The successful candidate will be expected to oversee and implement tree care and management covering an area of the County, in partnership with colleagues, whilst ensuring a holistic and consistent approach to tree management across the County. The role requires the candidate to deliver the tree management strategy in accordance with current best practice, legislation and the Council's [tree policy](#).

Job Responsibilities

Technical / Professional Skills

- Provide decisions on tree care and respond to enquiries relating to the Council's tree assets. Including public enquiries and advice requests from internal and external stakeholders.
- 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 tree care operations, including tree planting, and prepare, tender, issue and monitor works performed within the Tree Care Framework contract and works undertaken outside of the framework but that relate to Oxfordshire County Council (OCC) trees.
- Achieve and maintain quality standards in accordance with current best practice relating to tree care operations.
- Organise and undertake the surveying of all trees within the responsibility of OCC including maintaining accurate records of tree surveys through use of tree management software and other relevant software applications, as deemed necessary.
- Make decisions about the council's tree stock in accordance with legislation and respond to statutory requirements imposed by legislation, including, but not limited to, Highways Act 1980, Environment Act 2021, Occupiers Liability Act 1957 & 1984, Health & Safety at Work Act 1974 and Town & Country Planning Act 1990.
- Negotiate and, if necessary, impose tree care related works on landowners in accordance with relevant legislation.
- Collate evidence to inform and initiate enforcement against landowners as a statutory undertaker, if trees within private ownership pose a threat to the highway network or to land under the responsibility of OCC.
- Collate, cost and issue tree care orders using the tree database, recording information in line with Tree Service financial processes and OCC's financial procedures.
- Raise Purchase Orders to contractors and approve invoices for payment, following completion of works. This must be completed while adhering to the specific Tree Service financial processes and OCC's financial procedures.
- Managing public demands and requests in accordance with the Tree Policy for Oxfordshire and with consideration of budgetary constraints and programmed work forecasting.
- Deliver driven surveys of the highway network on an annual basis.
- Investigate and report on tree-related insurance claims including alleged subsidence and alleged direct damage by liaising with the Insurance Team, legal services and other departments, as appropriate.
- Oversee and evaluate utility works carried out on the Highway that may impact on trees, including evaluation of method statements.

- Identify tree planting opportunities within a specific area by working with communities to promote the benefits of trees.
- Engage with local stakeholders and other councils about service workflows within set wards, parishes, towns or districts to maximise communication and awareness of the Tree Service.
- Respond to Freedom of Information requests relating to County maintained tree stock.
- Respond to complaints relating to County maintained tree stock.
- Promote the role and responsibilities of the Tree Service by positive engagement with all Council departments.
- Actively engage in Tree Service meetings.
- To undertake other duties, commensurate with the post, that may be deemed necessary.

Relationships and Stakeholder Management

- Build and promote relationships across the council, its suppliers and other partners while delivering effective and consistent services, which represent value for money.
- Engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.
- Contribute to the development of advice, written reports and briefings relating to the service area to Members, the Council's Leadership Team, programme boards, committees, MPs, and other stakeholders as required.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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, preferably, in the order listed.

If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria (EC)	Assessed By:
1. Formal Arboricultural qualification to at least Level 3 or equivalent.	A, D
2. LANTRA Professional Tree Inspection	A, D
3. 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.	A, I, T
4. 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
5. 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
6. Demonstrate experience of delivering high quality customer service to a range of customers and stakeholders.	A, I
7. 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
8. Showcase excellent communication skills utilising a variety of methods, such as face-to-face, email, phone, letter writing and others.	A, I, T
9. Demonstrate experience of working collaboratively across multiple disciplines within an organisation to provide positive solutions.	A, I
10. Have a full and valid driving license.	A, D
11. Demonstrate the ability to follow clear instruction.	A, I, T

Desirable Criteria (DC)	Assessed By:
1. Experience of working in Public Service / a Local Authority	A, I
2. Demonstrate experience and knowledge of Geographic Information Systems (GIS) and tree asset management systems.	A, I
3. Demonstrate a commitment to Continuous Professional Development (CPD) and be a Member of a relevant professional body.	A, I, D

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](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input checked="" type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> 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).

<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	<input checked="" type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or OCC 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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Working on/ or near a road	<input checked="" type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input checked="" type="checkbox"/>	Other (please specify): Detailed within Tree Service Risk Assessment		