

## **JOB DESCRIPTION**

### **Arboriculture Officer**

<b>Service area:</b>	<b>Development Services</b>
<b>Reports to:</b>	<b>Head of Development Services/Delegated responsibility to Principal Planning Officer</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Leek / Buxton / Agile Working</b>
<b>Work flexibly between ALL sites:</b>	<b>Yes</b>
<b>Grade:</b>	<b>AG7</b>
<b>Salary range:</b>	<b>Spinal Column Points 30-34</b>
<b>Car driver:</b>	<b>Yes</b>
<b>Essential/casual:</b>	<b>Essential</b>

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### **JOB PURPOSE**

- To participate in the delivery of a comprehensive and professional arboriculture service across the Alliance in line with the Council's Choice Values to ensure an efficient, effective and positive service delivery for customers.
- To work across the Alliance to ensure organisational and public service outcomes are maximised.

### **JOB DUTIES**

- To take a lead role in the safe and appropriate management of all Alliance tree assets across all portfolios, in accordance with the Council's adopted tree strategy guidance.
- Lead on the delivery and continuous development of the Council's tree risk management systems and risk zoning programmes.
- To be responsible for the monitoring of contractor performance across the annual programme of works in line with the council's Tree Contract, including attendance to contract meetings, carrying out quality checks, selective audits and preparing progress reports.
- To be responsible for the management of the County Council's urban highway tree assets.

- Lead on the creation of an annual programme of tree works, including proactive surveys, proactive tree works to resolve identified risks, replacement tree planting programme all in line with appropriate British Standards, legislation and the council's published tree management guides.
- To be responsible for the effective management of the financial resources related to the council's tree management programme across all portfolios, meeting the Authority's financial regulations; ensuring budgets are adhered to and that value for money is achieved.
- Lead on the technical arboricultural aspects of the council's Tree Contract through the preparation of work specifications and contract documentation.
- Lead on the delivery of the replacement tree planting programme, through feasibility assessments, planting design, bid writing, partner engagement and monitoring.
- To be responsible for the sourcing of external funds for tree management and planting programmes.
- Lead on the co-ordination of emergency and reactive tree work as and when required
- To undertake tree inspections and tree hazard assessments.
- To manage and deliver an extensive caseload comprising S211 notices and applications to carry out works to trees subject to Tree Preservation Orders and Hedgerow Removal Notices.
- To make, confirm, review, amend and revoke Tree Preservation Orders in accordance with legislation, guidance and Council procedures.
- To assess and determine the Council's response to objections to TPOs, and to confirm TPOs after the expiry of statutory deadlines and manage the council's response to TPO tree work appeals.
- To provide arboricultural advice relating to enforcement cases where works are alleged to have been undertaken to protected trees without the necessary consent.
- To provide expert advice to Planning Officers in relation to pre-application advice and all applications under the Planning Acts in relation to trees using local and national policies and best practice. Where necessary consulting, and negotiating on proposals; preparing reports and formulating recommendations on planning applications.
- You will provide input to the Council's Local Plan and policies in relation to arboricultural issues.
- To provide expert advice at Planning and Licencing Committee meetings, other Council and Committee meetings as necessary, and in relation to prosecutions at the magistrates court.
- To monitor the protection of trees in development areas and other sites where retained trees are in danger of damage during construction and initiating enforcement action where necessary.
- To provide advice in relation to high hedges legislation, manage the assessment and process the formal complaints procedure including enforcement action.

- To take a lead in the development of tree strategies and policies, researching and drawing together best practice.
- Prepare timely and accurate reports in line with Alliance tree policies.
- To provide appropriate support and advice in relation to arboricultural issues including tree planting and management to partner organisations and community groups in line with Alliance tree policies.
- To deal with all relevant correspondence/enquiries and complaints from the public, partners, Members and colleagues. To provide professional advice and guidance on all aspects of arboriculture.
- Investigate and respond to insurance claims made against trees under our management.
- To provide public information on trees – including updating relevant parts of the Council website.
- Carry out other such duties associated with the service area, which the Head of Service/Principal Officer may from time to time require, to maintain the efficient and effective running of the service.

## **CORPORATE RESPONSIBILITIES**

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

## **JOB REQUIREMENTS**

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Agile working but with travel and attendance external events/meetings.
Resources Staff/Finance	Oversight of Arboriculture Budgets
Physical	Working to planned priorities
DBS	No