**Job Description**

**Tree Officer**

**Level: 7 (£30,559 - £32,654)**

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| **Responsible To:**  | **Responsible For:** |
| Arboricultural Manager  | N/a |

**About the job:**

As the Council’s Tree Officer you will support the Arboricultural Manager through undertaking cyclical and specific inspection of trees as required, responding to ad hoc tree requests for works to Council owned trees and acting as a consultee for the Council’s planning department in relation to planning matters, including the identifying and reporting of any necessary actions and ensuring accurate records are maintained.

**Role:**

To carry out cyclical inspections of all trees on Council land, in accordance with the Council’s tree policy and to identify and action any remedial work required.

To develop, manage and maintain a structured records system for the inspection of trees on Council owned land.

Update digital systems to record work and/ or inspections as required

To respond to complaints and enquiries from members of the public, elected members and other organisations regarding trees on both council owned land and, on occasion, private property, carry out inspections and identify and report any required actions to be taken.

To identify work required on Council owned tree(s), complete work sheets (Council staff) or purchase orders (Contractors) as appropriate

Ensure tree works are completed in accordance with any instruction issued and BS:3998 2010

Attend emergency tree situations to advise on and instruct emergency works.

Provide consultee services to the planning department in relation to trees and development.

To assist with the enforcement of planning conditions relating to trees including the preparation of evidence and presentation at legal hearings.

Undertake consultee duties for the planning department in all matters relating to Tree Protection Orders and Conservation Areas as instructed. Provide supporting assessment reports as appropriate. Record details and gather evidence that may be required to identify liability in relation to criminal damage to Council trees/unauthorised works to protected trees/ trees in a conservation area.

To prepare reports, including Committee reports, on tree matters and attending evening meetings as necessary.

# To provide arboricultural advice to the Councils Planning Enforcement Team in matters relating to High Hedge disputes in accordance with Chapter 8 of the Anti-social Behaviour Act 2003 .

To provide arboricultural advice relating to subsidence and direct damage claims to the Councils Insurance department.

To support the Assistant Tree Officer with technical and/ or contentious issues

All such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of any of the foregoing specific responsibilities and duties.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* Current full driving licence
* Lantra Professional Tree Inspection qualification or equivalent

**Experience**

* Knowledge and a minimum of two years’ experience of inspecting trees and recording defects.
* Knowledge and experience of ICT systems in particular the use of mapping systems.
* Knowledge and experience of maintaining records in relation to inspections and site visits.
* Experience of dealing with customers on tree issues

**Knowledge**

* A sound knowledge of legislation relating to trees including Tree Preservation Orders.
* Knowledge of trees, their development and diseases

**Skills & Abilities**

* Work across teams in a positive and constructive manner to achieve results
* Excellent planning and organisation skills
* Can demonstrate flexibility and adaptability to meet the needs of the customer and service

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.

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| Job Description reviewed   | October 2024  |
| Job Description reviewed by | Chris Wamsley |