

**Job Description**

**Tree Officer**

Grade: SO1

**Responsible To: Responsible For:**

Arboricultural Manager  N/A

**About the job:**

To be responsible for the cyclical and specific inspection of trees as required, responding to ad hoc tree requests and planning enquiries, on both Council and privately-owned property and 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
* Identifying and reporting any additional action required relating to areas surrounding trees on council owned land, such as grassed areas or footpaths.
* Respond to instructions from LCC to inspect trees which have been reported as obstructing the highways, and to report any necessary action required to resolve the issue.
* To respond to complaints and enquiries from members of the public, elected members and other organisations regarding trees on both council owned land and 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
* To provide technical advice on matters relating to legislation on hedges including the High Hedges Act.
* To provide technical arboricultural advice relating to subsidence and direct damage claims.
* Ensure identified action relating to trees has been carried out in accordance with any instruction issued.
* Attend emergency situations to advice on and instruct urgent and emergency works. Record details and take photographs that may be required to identify liability.
* To report and take any necessary action to prohibit members of the public or other organisations from carrying out work on trees which has not been authorised.
* To carry out land searches to identify ownership of the property on which tree inspections are required.
* To ensure that work carried out on trees, both on Council owned property and on private property is undertaken in accordance with any Tree Preservation Orders in force.
* Carry out TPO tree inspections as requested by the Planning Department and provide supporting assessment reports as appropriate.
* To assist with the enforcement of planning conditions relating to trees including the preparation of evidence and presentation at legal hearings.
* At the request of the planning department inspect trees in relation to planning applications to assess potential impact and suitability of protection measures proposed.
* 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.



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| **What the successful candidate will have:**   |  | | --- | | **Qualifications**   * Current full driving licence * Lantra Professional Tree Inspection qualification or equivalent | | **Experience**   * Knowledge of trees, their development and diseases * 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. | | **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 | |

**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Looks ahead to the consequences of decisions and actions

**RESPECT** – Considers impact of all actions on the customer

**PROFESSIONAL** – Demonstrates high standards of professional behaviour and integrity

**PRIDE** – Has an awareness of how own personal conduct impacts on the image of the Council

**ONE TEAM, ONE COUNCIL** – Takes initiative to seek out and communicate information relevant to own and team role

