

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	<b>Tree and Landscape Officer</b>
<b>Service:</b>	Commercial Services
<b>Team:</b>	Parks & Countryside
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Greenspaces Manager
<b>Responsible for:</b>	Assistant Tree & Landscape Officer and Tree Technician
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Team Work</b>	In Waverley we value <b>team work and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b> .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> <li>To provide professional advice to inform decision making on arboricultural and landscape design matters to the Planning and Economic Development Service on planning applications, decisions on tree work in Conservation Areas, felling licences and applications to carry out works to protected trees and hedgerows</li> <li>To review, make and maintain Tree Preservation Orders</li> <li>To provide advice on compliance with relevant legislation and planning conditions</li> </ul>	

## MAIN DUTIES AND ACCOUNTABILITIES

- Advise Development Management Officers on applications where tree or landscape issues form part of the considerations
- Manage the making and reviewing of Tree Preservation Orders in accordance with legislation and best practice and to advise on the imposition of other forms of protection to environmentally valuable or threatened trees and woodlands
- Process and determine applications for works to protected trees either under scheme of delegation or through Committee, ensuring accurate records and registers are kept
- Advise on the acceptability and suitability of Landscape Designs and Schemes submitted in relation to Planning Applications as required
- Assist in the enforcement of planning control with regard to the protection of the boroughs treescape and the satisfactory implementation of landscaping schemes
- Provide advice to assist in the enforcement of Hedgerow Regulations
- Attend and give evidence at public inquiries, or the Courts as appropriate, in relation to tree matters
- Handle consultations with the Forestry Commission on felling licences and related issues
- Provide general advice, as appropriate, to Members, the public, applicants or their agents and other interested parties as to the scope and potential implications of tree protection legislation
- Handle consultations from SCC Highways regarding highway tree management
- Assist in the design of environmental improvements schemes carried out within the service
- Produce Supplementary Planning Guidance and policy on tree and landscape matters
- Assist in the development and training of staff in relation to tree and landscape issues and procedures
- Represent the authority on groups and organisations such as: Surrey Woodland Forum; Surrey Tree Officers Group; Tree and Woodland Initiative Group
- Keep up to date with research and current practice in arboriculture
- Carry out any other duty as commensurate with the level of the post

### **Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24-hour window

- **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

- **Data Governance**

It is the responsibility of all staff who manage data to ensure that it is of the highest quality and complies with the Council's data protection policy

## **DIMENSIONS OF THE ROLE**

- Providing management and leadership on matters relating to trees and landscape design in a planning context
- Protecting the Council from substantial financial claims in relation to protected trees, development refusals and subsidence or similar compensation claims, circa £10K - £100K
- Flexible Working either from a combination of; home, main Council offices or other offices, but required to attend site visits elsewhere.
- Out of hours attendance at Committee meetings as necessary.
- Work as part of a team with direct management of Assistant Tree Officer and Technician.
- Between 50 and 80 enquiries per week

## **AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT**

- The Council relies on this post holder to provide professional opinion, comments and advice in respect of the design of planning applications, reports to committees and on the associated impacts on trees and landscapes resulting from development, playing a critical role in advising the Heads of service for Planning & Economic Development and Commercial Services
- You will be required to exercise delegated authority decisions on applications to carry out works to Protected Trees, Trees in conservation areas and to implement new Tree Preservation Orders
- To protect the Councils reputation and financial position from claims arising from the making or confirming of Tree Preservation Orders and/or compensation claims following appeal cases in relation to refusals of tree works and development proposals
- Ensuring that the boroughs treescape is not negatively impacted by unsubstantiated damage claims for subsidence or other similar tree related matters and that the Councils financial position is protected in relation to such cases
- Responsible for ensuring accurate records of tree works applications and tree preservation orders are maintained in a database
- Providing advice and guidance to the Planning enforcement team in respect of planning breaches, high and rural hedge matters
- The post holder will directly line manage the Assistant Tree & Landscape Officer and Tree Technician and is responsible for leading and developing staff so they are capable and motivated to achieve the corporate and service aims and objectives
- Conduct employee performance agreements

## **PLANNING/ORGANISING/CONTROLLING**

- Organise own workload and be responsible for detailing and specifying staff work
- Manage and deliver a variety of projects at any one time; working to deadlines and set budgets
- Work with partners and stakeholders to assist in service delivery, initiatives and projects
- Providing regular verbal, email and written reports to Councilors, Senior Management and all relevant stakeholders

## CUSTOMERS AND CONTACTS

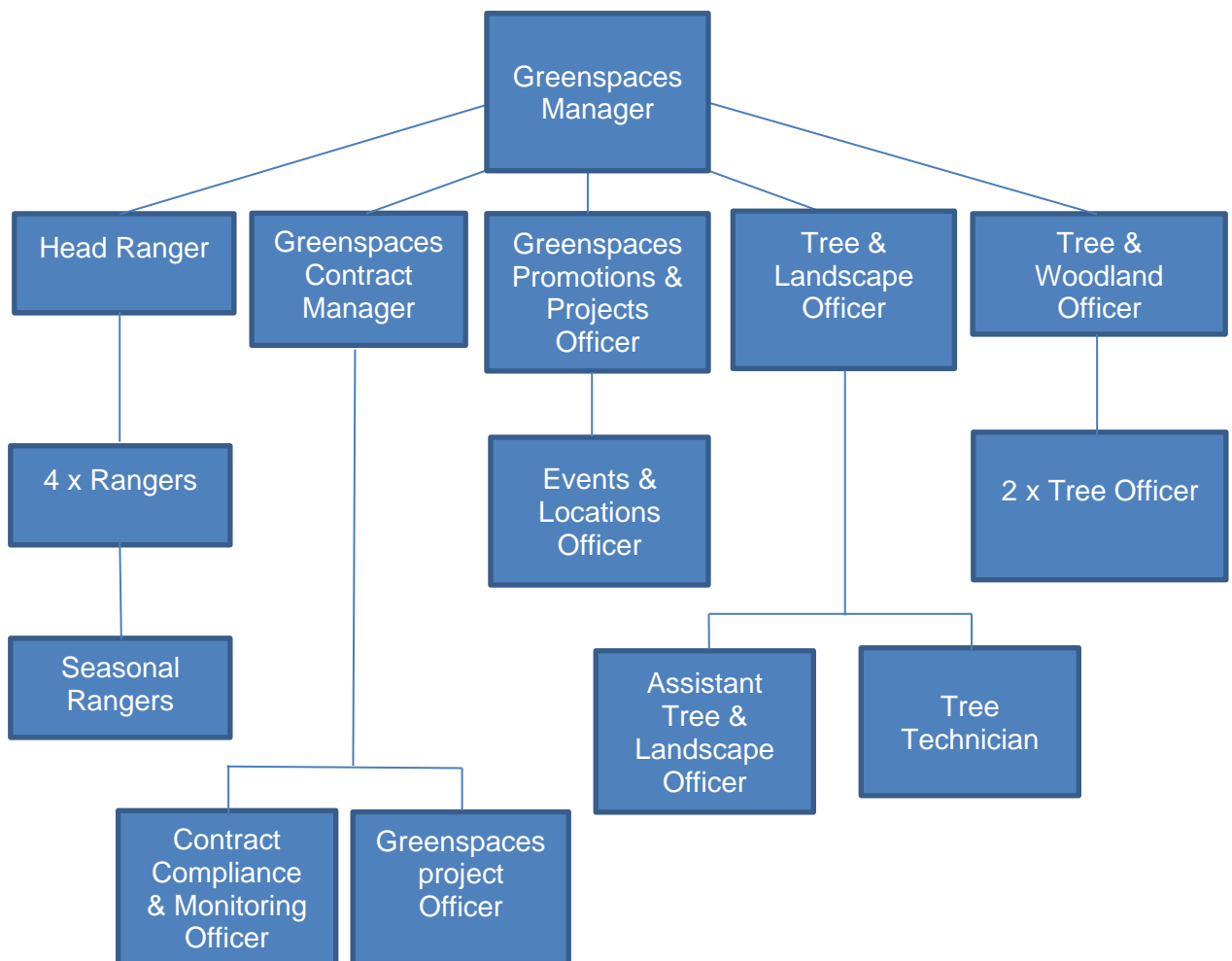
### INTERNAL

- Planning Officers, Property Staff, Building Inspectors, Legal Section, other Departments requiring professional arboricultural advice, Members.

### EXTERNAL

- Applicants and their professional agents or advisers, nearby residents, amenity societies, Forestry Commission, Parish and Town Councils, landowners affected by council policy or requirements, Tree Wardens, Statutory Undertakers, Contractors, neighbouring local authorities and other related regional, SCC etc. or national organisations, Dept of Transport, Dept of Communities and Local Government and the Regions etc.

## SERVICE/TEAM STRUCTURE



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	Relevant degree-level professional qualifications in Landscape Design and/or Arboriculture	<b>A/C</b>	Accreditation as a LANTRA Professional qualified Tree Inspector	<b>A/C</b>
	Significant professional experience in the provision of landscape and arboriculture advice in a planning context	<b>A/I</b>	Membership of the Arboricultural Association and/or Chartered Institute of Foresters	<b>A</b>
<b>KNOWLEDGE / TECHNICAL SKILLS</b>	Up-to-date knowledge of current landscape and arboriculture techniques and procedures	<b>A/I</b>	Experience with GIS systems	<b>A/I</b>
	Sound knowledge of tree species (in all seasons)	<b>A/I</b>	Awareness of Safeguarding	<b>A/I</b>
	Demonstrate competence in dealing with a diverse range of complex and challenging arboricultural issues	<b>A/I</b>	Experience of working in a local authority	<b>A/I</b>
	Conversant with amenity value assessments of trees	<b>A/I</b>		
	Conversant with TPO, Conservation areas, Consents etc. and all relevant legislation	<b>A/I</b>		
<b>COMMUNICATION</b>	Good communication skills, verbal and written.	<b>A/I</b>		
	Able to converse with all levels of officers, Councilors	<b>A/I</b>		

	and other external bodies			
<b>CUSTOMER SERVICE</b>	Ability to resolve problems	<b>A/I</b>		
	Commitment to a high level of customer service	<b>A/I</b>		
	Understanding of and commitment to promoting equality and diversity in service delivery and employment	<b>A/I</b>		
<b>TEAM WORKING</b>	Ability to motivate team to deliver outcomes and fulfil performance management targets	<b>A/I</b>		
	Capable of building constructive and productive internal and external relationships	<b>A/I</b>		
	Experience of working effectively as part of a team	<b>A/I</b>		
<b>MANAGING SELF AND OTHERS</b>	Capable of prioritising tasks to meet competing demands	<b>A/I</b>		
	Seeks to improve personal and team efficiency	<b>A/I</b>		
	Good Organisational ability	<b>A/I</b>		
	Stays calm and focused under pressure	<b>A/I</b>		
	Ability to effectively manage and lead a team	<b>A/I</b>		
	Ability to manage conflict in the team positively and sensitively	<b>A/I</b>		

<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	Ability to work to changing targets	<b>A/I</b>		
	Ability to work unsupervised and prioritise own and other's workloads	<b>A/I</b>		
	Prepared to constructively challenge existing practices and procedures to achieve better performance	<b>A/I</b>		
<b>ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet*	<b>A</b>		
	Capable of making site visits and inspecting trees, their form and health, even where access is difficult	<b>A</b>		
	Full and valid driving licence	<b>A</b>		
	Attends site inspections as required in the role and in accordance with the Business Travel Policy	<b>A</b>		
	Ability to attend out of hours committee and other meetings	<b>A</b>		

\* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

#### **How assessed**

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
<b>Job title:</b>	Tree and Landscape Officer	<b>Post no:</b>	6
<b>Service:</b>	Commercial Services	<b>JE score:</b>	333
<b>Team:</b>	Parks & Countryside	<b>Pay band:</b>	
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week
<b>Competencies: (level 1 – 4)</b>	<b>Communication:</b>	3	
	<b>Customer Service:</b>	3	
	<b>Team Working:</b>	3	
	<b>Managing Self and Others:</b>	3	
	<b>Can do approach/Results:</b>	3	
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>CHECKED IN:</b>	HR	<b>DATE:</b>	
<b>LAST UPDATED:</b>	July 2021	<b>DATE:</b>	