

**WOKING BOROUGH COUNCIL
JOB PROFILE**



Job Description

Job Title: Arboricultural Officer

Pay Grade: W3

Directorate: Place

Team: Development Management

Reporting to: Senior Arboricultural Officer

Budgetary Responsibilities:

- Staff - £N/A
 - Other Direct - £N/A
 - Other Indirect – N/A
- Total £N/A**

Job Purpose:

To contribute to the provision of a professional Arboricultural service to elected Members, Officers, and the public in respect of the work of the Council's Planning Service.

Main Tasks:

1. To contribute towards the provision of a professional Arboricultural service to Council Members, Officers, environmental partners and the public.
2. Making of new Tree Preservation Orders, reviewing of old "area orders" and preparing reports in response to objections.
3. Responding to the Development Management team's consultations regarding development proposals and planning applications including large-scale projects. Providing advice to the DM team regarding landscaping proposals submitted as part of planning applications.
4. Processing a caseload of Tree Works applications, including the inspection of trees and providing reports evaluating the merits of trees and woodlands in the context of Planning policy and best tree-management practice.
5. The preparation and presentation of Arboricultural evidence in relation to Appeals, enquiries and enforcement cases relating to trees including breaches in legislation Conducting PACE interviews and representing the Council in Court or at Appeal as required.

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6. Determining if protected trees are considered to be 'Dead' or 'Dangerous' and submitting formal paperwork to ensure the correct works are undertaken to ensure the safety of people and property.
7. Processing and determining cases in relation to High Hedges applications, including Appeals where necessary.
8. Where required, to support the Senior Arboricultural Officer in duties outside of normal hours. This may include providing training for colleagues and Members and attending Planning Committee meetings.
9. Creation of and keeping of up-to-date strategies and policies relating to both trees and the Borough's green infrastructure.
10. Supporting other Local Authority colleagues in tree-related matters including attending contract meetings and providing expert advice and feedback to the Contract Managers of Woking BC and its environmental partners and assisting in reviewing elements of the contract relating to trees. Assisting the Health & Safety and Insurance Officer with cases relating to tree-related damage and subsidence claims, attending site with Neighbourhood Officers to assess tree-related damage and advising them with regards to Council-owned trees. Assisting the Green Spaces Development Team with issues relating to landscaping and trees. Assisting in the Council's planting regime including liaison with the Neighbourhood Team to organise potential locations for new planting. Assisting environmental partners in relation to decay detection and dangerous trees.
11. To carry out such other duties as may be required by the Senior Arboricultural Officer commensurate with the grade and level of responsibility.

People Management: N/A

Service Management: N/A

Financial Responsibility: N/A

Other Responsibilities:

- This is a post for an individual who is suitably qualified (min Level 4) and with at least 2 years' experience of working with trees and in working for a Council.

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Person Specification

Key:

E = Essential, D = Desirable,

A = Application Form, I = Interview, P = Presentation T=Test

Please list as required.

| Criteria | Standard | E/D | Measure |
|---------------------------------|--|------------|----------------|
| Education & training | <ul style="list-style-type: none"> Recognised Arboricultural qualification to Level 4 of the qualification and Credit Framework. | E | App form |
| | <ul style="list-style-type: none"> Arboricultural Association PTI or Equivalent | E | App form |
| | <ul style="list-style-type: none"> A good level of education to GCSE or A level standard IT and English. | | |
| Experience | <ul style="list-style-type: none"> A knowledge of tree Biology | E | App form |
| | <ul style="list-style-type: none"> An understanding of current Planning legislation as it relates to trees | E | App form/Int |
| | <ul style="list-style-type: none"> An understanding of tree issues in relation to construction | E | App form/Int |
| Special Skills | <ul style="list-style-type: none"> An enthusiasm for all tree matters. | E | App form/Int |
| | <ul style="list-style-type: none"> Good communication skills, including the ability to write clear and concise reports | E | App form/Int |
| | <ul style="list-style-type: none"> General competence in use of IT | E | App form |
| | <ul style="list-style-type: none"> Good organisational skills, including the ability to prioritise work and meet deadlines | D | App form |
| | <ul style="list-style-type: none"> Ability to identify opportunities for using IT as a tool for improved service delivery | D | |
| Motivation | <ul style="list-style-type: none"> The ability to function in a friendly, customer-orientated manner whilst remaining confident and assertive under pressure. | E | App form |
| | <ul style="list-style-type: none"> Enthusiastic, 'can do' approach to work. | E | Interview |

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| Special Requirements | <ul style="list-style-type: none">• A full UK driving licence | D | App form |
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Candidate Screening

| | |
|---|-----------------------|
| Does Rehabilitation of Offenders Act 1974 apply? | No |
| Disclosure and Barring Service check required? | No |
| If yes, what level? | Choose an item. |
| Is this a Politically Restricted Post? | No |
| Does this role have emergency responsibilities? | No Choose an item. |

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Role Map

| Behaviour | Level Required (1-4) |
|------------------------------|-----------------------------|
| Shaping our Future | 2 |
| Leading our People | 1 |
| Delivering for our Customers | 2 |
| Making Change Happen | 2 |
| Team and Partnership Working | 1 |
| Communicating Openly | 2 |
| Performance Management | 1 |

Please refer to the Council's Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).