



---

## Your job

**Job Title: Trees and Woodlands Officer**

**Service: Planning and Regeneration – Development Management**

**Grade: G9**

**Reporting to: Planning Team Leader**

The Development Management service plays a key role in the delivery of growth across Wigan, facilitating delivery of the aspirations and objectives set out in the adopted Local Plan Core Strategy, through providing employment and housing land, protecting the Borough's built and environmental assets to promote Wigan as a key location for future growth.

This exciting role is at the heart of this agenda. You will be responsible for trees and woodlands planning services, including Tree Preservation Orders and related matters, protected hedgerows, specialist input to the Development Management officers on trees on development sites and the provision of planning policy and guidance on trees.

You will also advise the council on the management of its own tree stock on council land and on the highway, including on risk assessments and preventing the spread of disease. You will work with colleagues across the Directorate, the council, Greater Manchester and at partner organisations to help make great places.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

---

## **In this job you will:**

On an ongoing basis you will:

- Lead on trees and woodlands as the council's arborist
- Make Tree Preservation Orders in the interests of amenity and maintain a register of Tree Preservation Orders for public inspection, ensuring the appropriate security of records
- Determine applications for works to Tree Preservation Order protected trees and woodlands, notices for works to trees in Conservation Areas and to protected hedgerows efficiently and effectively, in line with legislation and best practice
- Provide reasoned and justified advice on trees, woodlands and hedgerows to the development management service, including to prospective developers at the pre-application stage, including protection measures and replacement planting
- Investigate potential contraventions of Tree Preservation Orders and other infringements against protected trees, entering sites as an authorised officer, undertaking PACE interviews and taking enforcement action, including preparing and submitting evidence and attending court
- Provide reasoned and justified advice on trees and woodlands to the council, other stakeholders and the public, including on measures to contain disease and in response to complaints about trees
- Provide specialist advice and assistance for risk management assessments of trees and woodlands on council land and in other locations as appropriate, and ensure that they are undertaken effectively and that appropriate mitigation measures are applied where inappropriate risks are identified
- Prepare and implement a trees and woodlands strategy and/or policies and guidance for trees, woodlands and hedgerows, ensuring a good level of engagement and buy-in from stakeholders
- Lead on in-depth evidence preparation and review in support of trees and woodlands, including a programme of reviewing Tree

Preservation Orders and monitoring the performance of strategy, policies and plans, presenting outputs for scrutiny

- Contribute to the successful implementation of regeneration and improvement projects and schemes where trees and woodlands are affected and/or tree planting is part of the proposal, and help make good development happen
- Contribute to regional trees and woodlands strategies and initiatives such as City of Trees and the Northern Forest
- Advocate opportunities generally for trees and woodlands to assist in the achievement of the council's objectives.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

---

## **In this job you will need:**

You must be able to demonstrate the following essential requirements:

- A degree or equivalent level of qualification in arboriculture or a closely related professional discipline and a Professional Member of the Institute of Chartered Forestry or other relevant professional body
- Able to apply a high level of knowledge and understanding of the legal, regulatory, policy, resource and political framework within which arboriculture and trees and woodlands planning processes operate, including Tree Preservation Orders and related matters, and of the roles and opportunities within Wigan Borough
- Able to apply a suitable understanding and a pragmatic approach to trees in the development process, and appreciate and respect the economic, social, environmental and political dimensions involved
- Able to think creatively and strategically for solutions to complex problems and contribute significantly to successful strategies, plans and projects
- To be pragmatic and proactive in helping make good development happen
- Able to work in-depth on complex strategies, plans and projects, to observe, research, investigate, analyse, appraise and solve problems, with good numeracy and statistical analysis skills
- Self-organised with good project management skills, able to work well alone on complex tasks with minimum supervision to see things through and meet deadlines

- Able to work well in partnership and collaboratively on complex matters, with other disciplines both within and outside of the council, and within and outside the borough, and with community groups and representatives to advance the borough's best interests
- An effective and concise communicator in written, spoken, graphic and multi-media forms, who listens actively, tailors communication to the audience, manages misinformation and shares information
- A valid driving license and the ability to travel efficiently and effectively across the borough to undertake on-site duties.

---

## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”