

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

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| Post Title | Senior Tree Preservation Officer (Planning) |
| Post No | NEW |
| Directorate | Economy & Infrastructure |
| Division | The post is within the Planning, Design and Engagement Services. The operating area of this role is principally within the Planning Delivery Team within the Development Management Group. |
| Band and Salary | Band F, £38,553 - £44,624 per annum. Pay progression is subject to performance. |
| Responsible to | Assigned Team Leader |
| Location | Council House |
| DBS Check | Not Applicable |
| Fluency Duty | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. |
| Car User Status | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively. Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. |
| Special Conditions | N/A |

Role Purpose

To provide expert advice on development proposals and other works affecting protected trees and manage all tree related applications within the Development Management function of the Council.

Monitor and maintain the councils register of existing Tree Preservation Orders.

To be responsible for all customer enquiries, complaints and compliments relating to Forestry operations ensuring they are responded to in accordance with relevant council policy and procedures.

Role Responsibilities

1. To assess and process applications for works to TPO trees and Conservation Area Trees (s211 notifications) in line with statutory timeframes. In carrying out this work you will survey identify and examine trees to diagnose injury, disease, decay or other physiological disorders and identify remedial actions necessary to preserve the Borough's tree heritage.
2. Monitoring and checking that replacement tree planting has taken place following the felling of TPO trees, advising on the size, location and species of replacement tree planting.
3. To be responsible for managing and responding to 5-day notice for dead or diseased trees.
4. Assisting with enforcement action on tree related matters.
5. Identify trees requiring protection and make new Tree Preservation Orders.
6. Undertake periodic reviews and maintain all existing Tree Preservation Order records. Where necessary propose any modifications to existing Tree Preservation Orders resulting from the site surveys, alter drawings as necessary, and undertake the necessary legal procedures.
7. To undertake meetings with SMBC staff, contractor's representatives and other external partners associated with the above work streams. Where necessary negotiate amendment to proposals to ensure the best possible outcomes from an arboricultural perspective – being mindful of the planning balance and wider considerations.
8. To be responsible for customer enquiries, complaints and compliments relating to works undertaken and ensuring responses are provided in accordance with Council policy and procedures.
9. Take responsibility for managing inquiries submitted to the Council under High Hedges legislation.
10. Prepare technical reports on arboricultural issues; attend meetings as required and be responsible for all appropriate documentation both manual and computerised ensuring all relevant Legislative and Corporate guidelines are complied with.
11. To provide, analyse and present relevant data to a variety of audiences as required.
12. Provide technical advice on arboricultural issues to other Departments within the Authority as requested.
13. To deputise for the Group Manager – Development Management and Team Leader – Planning Delivery and represent the Division as required
14. Advising and monitoring less experienced staff in a performance management environment including work allocation, supervision & checking completed work.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the Directorate, commensurate with the grading of the post, without changing the general character of the post.

Person Specification

| | Essential Criteria | Desirable Criteria | Measured By |
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| Education & Qualifications | <p>Minimum National Diploma (NDip) (Level 5) in Arboriculture or equivalent qualification.</p> <p>Full Chartered Status of a relevant professional body/institute, gained through the educational pathway.</p> <p>Evidence of Continual Professional Development relevant to profession.</p> | Management or leadership qualification | Certificates |

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| Experience & Knowledge | Detailed knowledge of current forestry and arboricultural working practices | | CV/supporting statement. Interview. |
| | Experience working in similar arboriculture officer role. | | CV and supporting statement. |
| | Experience of working in a customer focused environment | | Interview |
| | Knowledge of relevant planning law e.g. TPO and s211. | | Interview |
| | Specialist Knowledge of Arboriculture techniques | | Interview |
| | Experience of managing and maintaining GIS and/or databases associated with arboricultural work streams. | | CV and supporting statement |
| | Knowledge of relevant Health and Safety law in relation to tree stock management | | Interview |
| | Experience of providing support and leadership to fellow officers in an arboricultural field. | | CV and supporting statement. Interview. |

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| Skills & Abilities | Highly effective written and verbal communications skills | | written skills – CV and supporting statement, verbal communication at interview. |
| | Listening skills and ability to handle challenging/sensitive situations | | Interview |

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| | Able to work on own initiative to solve problems | | CV and supporting statement |
| | Ability to produce accurate, high quality work under pressure | | CV and supporting statement |
| | Ability to organise and prioritise workload to meet conflicting deadlines | | Interview |

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| Core Behaviours | Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| | Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all. | Interview |
| | Trust and Respect - You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| | Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| | Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions. | Interview |

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| Other Requirements | | | |
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| Compiled/Reviewed by | Mark Andrews |
| Date | 15 th February 2022 |

Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.