

CESHIRE WEST & CHESTER COUNCIL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

This position does not require you to disclose any spent convictions under the Rehabilitation of Offenders Act. You are **not** required to and **should not** complete this section of the application form.

JOB TITLE: Tree Officer

EVALUATION
REFERENCE: TATB6796

GRADE: 7

RESPONSIBLE TO: Environment Officer (Trees & Woodlands)

JOB PURPOSE:

To assist in the development of environmental strategy and policy and in the development and delivery of a targeted project and inspection based programme of activity within the borough to maintain and enhance the service's tree and woodland assets and resources.

PRINCIPAL RESPONSIBILITIES

- 1 Assist in the development of environmental strategy and policy for green space and in particular tree and woodlands management and maintenance
- 2 To direct maintenance programmes for tree and woodland stock.
- 2 Contribute to the appraisal of development and environmental projects by means of appropriate consultation and negotiation with interested bodies; prepare or contribute to reports, briefings and recommendations for committee approval to ensure that decisions are consistent with statutory and regulatory requirements and reflect the council's environmental policies.
- 3 To develop, undertake and ensure effective delivery of a programme of environmental inspection and projects for the service focused upon the management and enhancement of the borough's tree and woodland assets and resources.
- 4 Contribute to project monitoring and reporting requirements and recommend action to ensure compliance with environmental objectives, service and council policy and best practice in relation to trees and woodland stock..
- 5 Assist with the development of a collaborative, partnership approach to tree and woodland management including project works with other service areas, the community, Friends Groups, volunteers and other organisations.
- 6 Develop an asset register of all trees and woodlands within the Council to establish a framework for proactive cyclic inspection and maintenance of trees.
- 7 Maintain, interpret and disseminate information to promote best practice in the management of tree and woodland assets and resources.

- 9 Contribute to the preparation and presentation of reports for associated project boards, committees, community stakeholder groups and national, regional and local bodies as required.
- 10 Provide professional and technical advice to other council services, the public and other organisations on trees and woodlands.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate County Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the County of Cheshire West & Chester.

PERSON SPECIFICATION

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JOB TITLE: Tree Officer

EVALUATION REFERENCE: TBC

GRADE: 7

RESPONSIBLE TO: Environment Officer (Trees & Woodlands)

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
Qualifications	<ul style="list-style-type: none"> • Minimum of BTEC Higher or equivalent in relevant environmental discipline. • Level 3 Arboriculture qualification <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Significant relevant experience 	<ul style="list-style-type: none"> • Degree or equivalent in relevant environmental discipline. • Lantra ITA Professional Tree Inspection 	<p>Application form</p> <p>Interview</p>
Experience	<ul style="list-style-type: none"> • Significant experience of tree inspection • Experience of strategy and policy development in relation to trees, woodland assets and 	<ul style="list-style-type: none"> • Experience of community engagement and partnership working. • Experience of external funding bids. 	<p>Application form</p> <p>Interview</p>

	<p>resources.</p> <ul style="list-style-type: none"> • Experience of project development, programming and delivery. 		
Job Related Knowledge	<ul style="list-style-type: none"> • Up to date knowledge of legislation, guidance and best practice affecting trees / woodland and related environmental service areas. • Working Knowledge of all relevant IT business and management systems. 	•	<p>Application form</p> <p>Interview</p>
Skills and Aptitudes	<ul style="list-style-type: none"> • Working with community • Self motivation and initiative, receptive to new ideas and able to implement them • Good interpersonal and communication skills • Good organisational skills • <u>Team player</u> • <u>Good analytical and communication skills (written and oral).</u> 		<p>Application form</p> <p>Interview</p>
Other Requirements	<ul style="list-style-type: none"> • <u>Current driving licence.</u> 		Licence

Cheshire West & Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

