



## **Role profile**

---

**Job Title: Arboricultural Officer**

**Post Number: 215342**

**Grade: PO4**

**Directorate: Housing, Planning and Communities**

**Service: Development Management**

**Reports to: Deputy Planning Manager**

---

### **PURPOSE OF ROLE:**

- The Tree Officer is part of an ambitious team providing our customers and colleagues with high quality, customer focussed, timely and outcome-based Development Management Service.
  - You will need to deal efficiently and effectively with all aspects of planning work related to trees on private land, trees in conservation areas and trees protected by tree preservation orders and provide advice on high hedges and landscape design. This will include the making / updating of tree preservation orders, dealing with all types of applications for works to trees, acting as an expert witness in tree matters for all types of appeal or hearings and the provision of specialist advice on the care, management and planting of trees and shrubs.
- 

### **KEY ACCOUNTABILITIES:**

1. Provide Arboricultural advice to planning officers, applicants and developers, to inform the appropriate determination of planning applications having regard to relevant legislation and adopted planning policy.
2. Plan, manage and deliver clear recommendations in accordance with agreed timescales, the provision of Arboricultural advice and the processing of relevant applications to contribute to the provision of a high quality, responsive Development Management service.
3. To prepare and present written and oral reports and briefings to Members, Cabinet, Planning Committees, Members' Forum and other bodies, and to attend and lead meetings with Members as necessary.

4. Process high hedges complaints in line with the legislation in a timely and proactive manner.
5. Provide advice and recommendations in support of the Council's enforcement function against unlawful tree works.
6. Take responsibility for maintaining an up-to-date CPD record including the delivery of appropriate training to the wider development Management team as appropriate.
7. Implement the Local Planning Authorities Statutory Duty for the preservation and protection of trees when granting planning permission.
8. Actively manage and review the accurate recording and processing of tree work applications and retention of the statutory TPO register.
9. Where required represent the Council through the planning appeals process in relation to trees, including written representations, formal hearings, public enquiries and provide planning enforcement.
10. Contributing to service improvements to achieve cost efficiency and effectiveness whilst project managing your work to ensure KPI's are met/exceeded in terms of timeliness and quality of output, adding value wherever possible.
11. To act as mentor, role model and provide support to other staff within the wider service.
12. Undertake any other duties required by the business commensurate to the role.

---

**These are the values that drive us:**

### **Lead with heart**

We're here for the people of Hounslow. We work together with them and for them with care and compassion, with patience and in partnership. We put ourselves in other's shoes, remembering that every person is different, and every interaction is a real moment in their lives. We always feel first.

### **Do new**

We need to do things differently if we're going to help Hounslow people thrive in the future. Hard work is important but it's not enough on its own. We need to challenge ourselves to break new ground, invent new approaches, try new ideas keep moving forward and keep improving. That means being ready to stop doing things we've done before. It means taking on risk and backing each other when we take a leap.

## **Pass on the power**

The world keeps on changing and we need to change with it. We won't be able to adapt fast enough to the future needs of our residents if we stick to old fashioned command and control. We need to hand over responsibility and give people more power to make decisions and take action themselves. It's about being transparent and straightforward. It's about providing tools and support. But most of all, it's about being ready to trust each other to do the right thing.

## **Harness the mix**

We work together, across disciplines and roles. We talk lots, share our insights, our skills and experience. We're not interested in siloes or defensiveness. We're always open to different approaches, we're flexible and ready to adapt. We break down the barriers between our parts and people to unlock the problem-solving power of our amazing mix of minds.

## **Be a rock**

There's lots to do and people need us. It's up to us to take the initiative. To take responsibility. To stand up and be counted. Everyday. It's about being super focused, effective and efficient. It's about allocating our resources smartly and with good rationale – using data to help guide our decisions. But most of all, it's about having the strength and determination to keep on going through thick and thin.

---

### **Top 5 things about you that are most important:**

- A passion to protect, maintain and enhance green infrastructure and strive to create a greener, sustainable borough
- A commitment to combating the causes of climate change and tackling it's impacts within an urban environment
- An appreciation of place and place making, improving the public realm and how our residents interact with public places
- An ability to work as part of a wider team, to think creatively and solve problems with an appreciation of the needs of our residents
- An acknowledgement of the problems and pressure facing a Local Planning Authority and a focus on delivering the Councils Local Plan policies and Corporate Plan priorities.

**Essential Qualifications:**

- Formal Arboricultural qualification such as Degree / Diploma in Arboriculture or 2 years practical experience in similar field. (Level 4 and above).