 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
Job Title	Tree and Landscape Officer		
Service	Place and Growth – Green and Blue Infrastructure	Team	Green Infrastructure
Location	Shute End/Home Working		
Reports to	Tree and Landscape Manager		
Responsible for	None		
Grade	Type of position:		Date
G7	Permanent Full Time		May 2025
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<p style="text-align: center;"><u>Service Purpose</u></p>			
<p>Providing the delivery of Community, Heritage and Green Infrastructure to support strategic and related major development proposals, through master planning, infrastructure delivery plans, guidance and policies and concept documents, providing pre-application advice, briefing Forums, Stakeholder engagement, determining applications, presenting the Council’s recommendation to Committee and working closely with developers and promoters.</p> <p>Providing for protection, preservation or enhancement of Wokingham’s ecological, conservation, heritage, landscape, rights of way and tree assets through the provision of advice or timely procurement of regulatory and enforcement action by others where expedient.</p>			

Purpose of the role

To provide expert advice and support on all matters relating to trees and landscape within the planning process, playing a vital role in ensuring high-quality, sustainable development that protects and enhances the heritage, character, visual amenity and quality of the local environment, in line with statutory duties and local planning policy. To work effectively and in close collaboration with the Planning Trees and Landscapes Officers to provide landscape planning consultations and with Tree Officers to help manage the boroughs Register of Tree Preservation Orders, ensuring compliance with agreed consents and Orders. The work to be carried out in close collaboration with clients including those within the other internal services, Members, Government bodies such as the Forestry Commission and NGOs including the Woodland Trust.

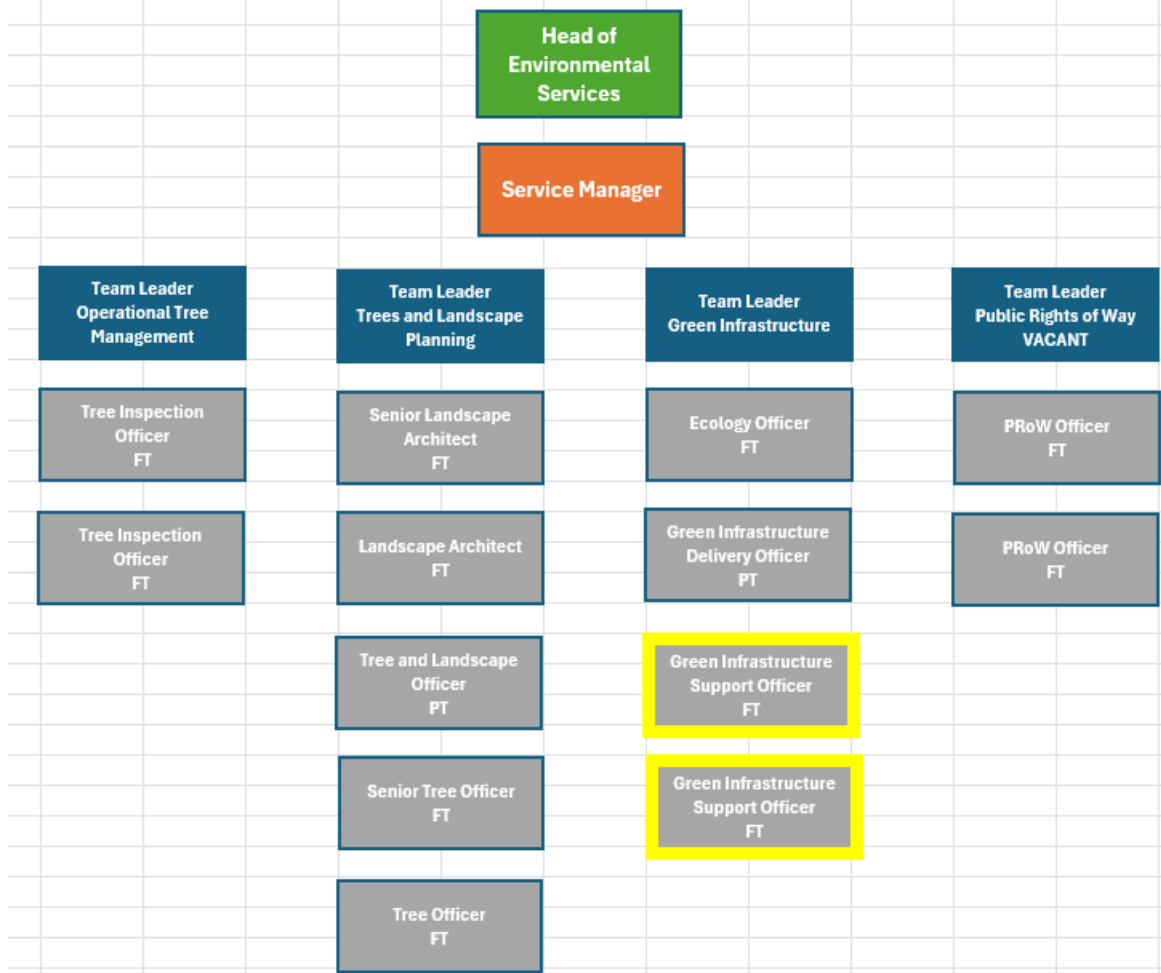
Main Accountabilities

1	Assess planning applications, pre-planning application proposals and major developments for their impact on existing trees and proposed landscaping.
2	Supporting with the determination and administration of applications for works to protected trees, s.211 notifications, and emergency notifications
3	Working with Enforcement officers in relation to non-compliance of landscape planning schemes, unauthorised tree works, High Hedge and Hedgerow Regulations cases.
4	Provide technical arboricultural and landscape design advice to planning officers, developers and consultants, drafting and managing conditions relating to tree protection, soft landscaping and planting schemes.
5	Evaluate arboricultural impact assessments, tree protection plans and landscape strategies submitted as part of planning applications.
6	Support with making new TPOs to protect trees under threat and modifying or remaking existing TPOs where required.
7	Undertake site visits and inspections to verify tree and landscape information and ensure implementation of approved schemes.
8	Maintaining up to date records (and develop where necessary) the digital online TPO Register and support reporting for internal and external purposes.
9	Monitoring and advising on the specification for replacement planting following the loss of TPO trees.
10	Addressing and recording customer consultations, complaints, compliments and other communications through the proper channels.

Supervision Received	Reporting to the Green Infrastructure Team Leader with support, guidance & supervision provided wherever necessary
Supervision Given	None
Contacts & Working Relationships	Developers, Members, Internal Officers, Town and Parish Councils, Volunteer and community Groups

Management of resources or budget	Raising POs and processing invoices. No direct budget management.
Special Factors	Site visits

Organisation Chart



Person Specification

Qualifications	Essential	Desirable
	Degree qualification in Arboriculture, Landscape Architecture or related field or equivalent skills and experience.	Evidence of continuous personal and professional development Relevant professional membership
Technical Skills.	Essential	Desirable
	Ability to interpret and critique arboriculture and landscape documentation. Excellent IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel.	An understanding of political organisations Experience in use of mapping software such as Arc GIS or similar.

	Excellent written and verbal communication skills and ability to translate technical terminology into clear and concise summaries.	
	Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification	
Knowledge	Essential	Desirable
	Knowledge of UK tree legislation, in particular BS5837:2012 and planning policy frameworks.	<p>Experience of championing own ideas and obtaining commitment to allow them to be delivered</p> <p>Experience of working in a matrix management environment, where cross team and cross-organisation working are essential</p> <p>Comprehensive knowledge of British Standards (3882, 3936, 3998, 4043, 5837 and 8545).</p> <p>Working knowledge of strategic planning, development management and enforcement.</p>
Experience	Essential	Desirable
	Experience of interpreting and advising on tree or landscape related planning work.	Experience of working within or within local government.
Other	Essential	Desirable
	Effective communicator at all levels	
	Full UK driving license	
Completed by:	Laura Buck (Green Infrastructure Service Manager)	Date: May 2025