

# Job summary

**Role title:** Tree Officer

**Department:** Greenspaces

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## General description of role

The Tree Officer is an additional specialist position designed to complement and support the Council's existing Tree and Woodlands Officer. The role will provide professional advice and contract management for all arboriculture and woodland management matters within the council managed Greenspaces.

Their responsibilities will include inspecting and assessing the condition of trees on council owned land, recommending and overseeing tree works and developing and implementing tree maintenance schedules.

You will also be expected to liaise with our in-house tree team and provide advice to other Council departments and to deal with enquires from members of the public effectively.

## Responsibilities of role

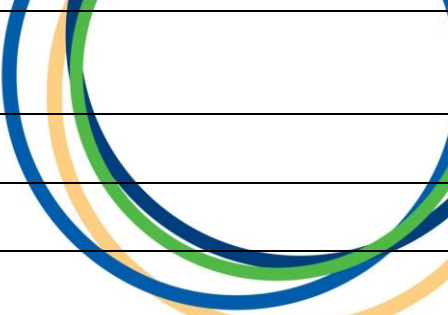
- Undertake risk assessment and evaluation of hazards between trees and their surroundings.
- Provide technical advice to the Council regarding trees and the subsidence of low-rise buildings, landscape appraisal and evaluation of construction in relation to existing trees.
- Support with the day-to-day management of the Council's tree stock including woodland sites and more formal park's locations. This includes the enforcement of byelaws and other legislation as necessary.
- Dealing effectively with customer enquiries, letters, e-mails, consultations and Councillor enquiries within the Council's specified timeframes.
- Provide specialist advice regarding all aspects of tree management to other Council departments.
- Management of arboriculture contract work, including regular liaison with contractors, issuing works orders, monitoring and agreement of payments.
- Manage relationships with Members, the public, customers, and partner organisations to enable the delivery of services
- Plan and organise own workload and possibly that of others to ensure that all duties are performed to agreed targets and timescales.
- To support with the implementation of the Greenspaces strategy

# Person specification and interview assessment form



<b>Candidate name</b>			
<b>Contact number</b>			
<b>Role title</b>	Tree Officer		
<b>Date of interview</b>		<b>Signed by recruiting manager</b>	

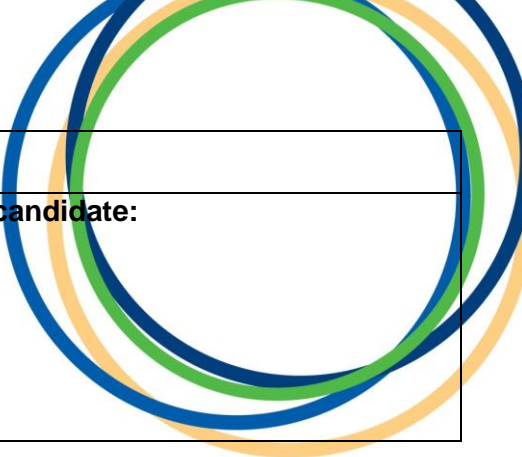
Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
<b>Qualifications</b>			
Experience in tree surveying and associated activities, such as identification of diseases/conditions	E		
Up-to-date arboriculture knowledge	E		
Completion of technical-based higher education qualification relating to arboriculture e.g. Higher National Diploma/professional tree inspection etc. Clarify if one is dependent on the other	E		
GCSE/equivalent including maths and English	E		
Experienced car driver with full licence	E		
<b>Experience and achievements</b>			
Experience working in a similar role	E		
Experience working within a public sector/Local Authority context	P		



Capable of delivering works through the co-ordination and mobilisation of internal and external resources	E		
Knowledge of the biology and management of trees in public greenspace settings	E		
Knowledge of safe working practices in the context of arboriculture operations	E		
Knowledge of word processing/spreadsheet software packages	E		

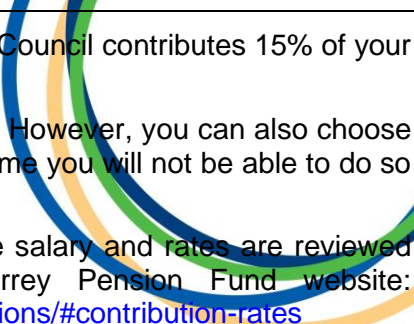
Role required competencies and behaviours			
Self-motivated and able to plan and organise own workload, able to make decisions and alter priorities quickly.	E		
To deliver excellent customer service and to liaise with a wide range of internal and external stakeholders	E		
Deliver services, within budget, to customers/clients to standards set by the Service Unit, using initiative and independent action to achieve the result.	E		
Work within a range of defined procedures and processes and statutory instruments, covering service delivery, resource and relationship management.	E		
Able to suggest and implement improvements to service delivery/processes consistently	E		
Able to collect, accurately record, process and present a range of information, manually and electronically, to agreed timescales	E		
Practical person with good interpersonal and communication skills	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		

Total Criteria Score			Feedback to be given to candidate:
Essential Criteria Score			
Preferred Criteria Score			
Appointment choice number		1st / 2nd / 3rd	



# Summary of employment package

<b>Place of work</b>	<p>The role will be primarily based at <b>Earlswood Depot, Redhill</b></p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
<b>Salary</b>	<p>Graded TS2, the salary will be in the region of <b>£35,820 - £41,925</b> per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
<b>Duration of contract</b>	<p>The contract will be offered on a <b>permanent</b> basis.</p>
<b>Probationary period</b>	<p>Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.</p>
<b>Hours of work</b>	<p>Hours of work are nominally 36 per week.</p>
<b>Employment Benefits</b>	
<b>Flexible working hours</b>	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
<b>Annual leave</b>	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>



<b>Pension</b>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: <a href="http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates">http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</a></p>
<b>Training and development</b>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<b>Professional subscriptions</b>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
<b>Car parking / Travel loan scheme</b>	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
<b>Cycle purchase scheme</b>	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
<b>Employee discounts</b>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



## Other Conditions

<b>Pre-employment checks</b>	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none"><li>• at least two satisfactory references</li><li>• eligibility to work within the UK, and proof of your identity</li><li>• evidence of relevant qualifications</li><li>• medical clearance (as manual handling / driving is an intrinsic requirement of the role)</li></ul>
<b>Fleet driver</b>	<p>You will be classed as a 'fleet driver' for the Council and need to agree to the terms of the fleet drivers policy, which includes agreeing to a health assessment, driving assessment, regular eye checks, and for the Council to undertake regular driving licence checks.</p>
<b>Paid work with another employer</b>	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
<b>Disclaimer</b>	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate &amp; Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p>



# Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

## Our Vision

Working together to make a great place to live, work and enjoy.

## Our Values

Making a difference, doing the right thing, being bold and confident.

## Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

### Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

### Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

### Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

### Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and try out new approaches
- ✓ Challenge the status quo in a constructive way

## Great People

