

JOB PROFILE

Directorate:	Customer Experience
Service Area:	Planning and Growth
Job Title:	Tree Officer
Grade:	SO2
Post Number:	M517
Base/Location:	Charnwood Borough Council Offices
Responsible To:	Team Leader Natural and Built Environment
Responsible For:	None
Key Relationships/ Liaison with:	Elected members, the public, stakeholders, customers, and partners.

Job Purpose

- To act to conserve and enhance the Borough's trees, through the implementation and review of the statutory development plan for the Borough, advising on planning applications and in the provision of guidance to the Council and its customers upon the implications of new legislation, policy guidance and initiatives advanced by other bodies and agencies.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	Assist in the formulation of appropriate responses to the plans, policy guidance, consultation documents and circulars prepared by other Borough Council Service areas, the County Council, adjoining local authorities, regional agencies, government departments and other bodies.
2.	Assist in the implementation of adopted planning policies and the application of non-statutory policies, standards, and guidelines through the provision of expert tree advice on more complex planning applications and engagement in pre-application enquiry processes.
3.	Support the preparation of reports to Council Committees in respect of matters relating to trees.
4.	Deal with applications for works to trees and statutory matters relating to the preparation, review, and consideration of Tree Preservation Orders, including preparing evidence and appearance as necessary as an expert witness for the Council at public inquiries, examinations in public and other public hearings.
5.	Liaise with and assist the planning enforcement team in the conduct of investigations and preparation of cases for enforcement action.

6.	Deal with general enquiries on tree matters, including expert advice on more complex issues, by telephone, in correspondence and in person.
7.	Liaise with other Council divisions, County Council departments, Town/Parish Councils and other external agencies and authorities on matters affecting trees with attendance as necessary at meetings, presentations, and exhibitions.
8.	Undertake surveys to keep under review tree matters expected to affect the development of the Borough or the planning of its development in accordance with statutory requirements.
9.	To support the implementation of the government's Biodiversity Net Gain requirements through the monitoring and delivery against approved Biodiversity Net Gain plans.
10.	Assist other Team members to ensure agreed service related and corporate objectives are achieved as necessary.
11.	Assist in the preparation and maintenance of efficient research and information systems necessary to inform the plan making process and to service the information needs of other Council divisions.
12.	Contribute to the continuous improvement in the delivery of customer satisfaction ensuring all work is carried out to meet agreed expectations for customer service and defined performance indicator.
13.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
14.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The job is designed primarily to assist in the delivery of the Natural and Built Environment Team function. However, the Service is committed to the development of a flexible staff structure equipped with the broad range of skills and abilities required to ensure the attainment and maintenance of high standards of service delivery in all aspects of Planning and Regeneration Service.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Group Leader Plans, Policies and Place Making

Date: October 2023

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	Essential	Desirable
<u>Qualifications</u>		
Degree or Diploma in a related field or substantial experience of working in a regulatory arena relating to trees and their protection.	✓	
Membership of an appropriate professional body.	✓	
<u>Experience</u>		
Practical experience in the protection of trees.	✓	
Experience of appeals or other quasi-judicial processes related to tree matters.		✓
Appearance as an expert witness at public inquiry.		✓
<u>Skills / Knowledge</u>		
Demonstrate an understanding of major aspects of current legislation and Government advice relevant to the protection and enhancement of the natural environment.	✓	
Able to write and present clear and concise reports in relation to more complex landscape matters.	✓	
An understanding of planning policy and the development management process.	✓	
Relevant experience of Microsoft Office.	✓	
Familiarity with GIS and Use of specialist planning software (M3/Assure/Uniform databases).		✓
<u>Interpersonal Skills</u>		
Good verbal skills with the confidence and clarity to deal	✓	

sensitively with delicate situations.		
Negotiation skills.	✓	
<u>Other requirements</u>		
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	
To be able on occasion to work outside normal office hours.	✓	
To be able to travel throughout the Borough (may be using own transport).	✓	

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