



Job Description

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.

Post Details	
Job Title	Tree and Landscape Officer
Job Reference	713209
Service	Place and Growth
Team	Green Infrastructure
Location	Shute End/Home Working
Reports to	Team Manager - Planning Trees and Landscape
Responsible for	N/A
Grade	7
Contract Type	Permanent
Hours	Full-Time

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.
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Person Specification	Essential	Desirable
Education/Qualifications	Degree qualification in Arboriculture, Landscape Architecture or related field or equivalent skills and experience.	Evidence of continuous personal and professional development Relevant professional membership
Experience	Experience of interpreting and advising on tree or landscape related planning work.	Experience of working within or within local government.
Skills/Knowledge	Ability to interpret and critique arboriculture and landscape documentation. Excellent IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel. Knowledge of UK tree legislation, in particular BS5837:2012 and planning policy frameworks.	An understanding of political organisations. Experience in use of mapping software such as Arc GIS or similar. Experience of championing own ideas and obtaining commitment to allow them to be delivered. Experience of working in a matrix management environment, where cross team and cross-organisation working are essential. Comprehensive knowledge of British Standards (3882, 3936, 3998, 4043, 5837 and 8545). Working knowledge of strategic planning, development management and enforcement.
Behaviours/Attributes	Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification Excellent written and verbal communication skills and ability to translate technical terminology into clear and concise summaries.	

Purpose Details	
Service Purpose	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.





	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.
Role Purpose	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.

Supervision and Relationships	
Supervision Received	Reporting to the Team Manager - Planning Trees and Landscape with support, guidance & supervision provided wherever necessary
Supervision Given	None
Contacts	Developers, Members, Internal Officers, Town and Parish Councils, Volunteer and community Groups

Resources/Budget Management
Raising POs and processing invoices. No direct budget management.

Special Requirements
Site visits will be required.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N





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Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Office, home and remote working

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)





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Re-checks

N/A

Evaluation Declaration

Date of Evaluation:

May 2025

Evaluated by:

Laura Buck (Green Infrastructure Service Manager)

