



Job Description

Job title	Tree Project Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Corporate Projects, Performance and Climate Change	Salary	SK12 (£38,703 per annum)
Location	Mix of site, home and office-based working (The Picture House, Council Offices, Grantham, NG31 6TT)	Contract	Permanent

Main Job Purpose

- To lead on delivery of the Council's Trees and Woodlands Strategy and associated Action Plan
- To proactively manage the Council's trees in line with the Council's Tree Management Policies
- To identify opportunities for tree planting throughout South Kesteven, and work with partner organisations to bring forward tree planting opportunities in the district

This role is not politically restricted.

Main Statement of Responsibilities

- Lead on the delivery of the Council's Trees and Woodlands Strategy, being the lead point of contact for issues regarding council owned trees
- Lead on management of the Council's stock of trees in open spaces (approx. 6000) in line with our Tree Management Policies, including taking an informed view on risk to proactively manage tree stock and producing tree management plans
- Be responsible for monitoring and allocating works in accordance with urgency/risk category of works, in line with the existing reactive maintenance budget
- Conduct surveys on the Council's lower risk trees, in line with the zoning policy set out by the Tree Management Policies
- Use technical knowledge to make informed decisions on any trees that pose immediate risk and take appropriate action
- Take a lead on key corporate projects involving trees, including: large tree planting projects involving volunteers; integration and development of trees within our Streetscene function; improved data management around trees
- Increase and improve arboricultural understanding and practices across services of the Council, including developing and delivering training content as required
- Feed into updates for Councillors including reports for relevant Overview and Scrutiny Committees and formal or informal presentations to Councillors
- Specify and procure tree works and associated activity within appropriate procurement guidelines
- Design, develop and deliver fully costed tree planting schemes with a focus on the right tree in the right place in SKDC open spaces
- To maintain and update the Council's new tree management software system, and provide training and support to other users
- Conduct regular site visits across the District to support tree maintenance and planting decision making, including responding to urgent or high risk issues



- Provide advice to parish and town councils, community groups and the public in general regarding considerations for design of high quality tree planting schemes
- Support wider improvements for biodiversity for the Council's open spaces including considerations for Biodiversity Net Gain
- Respond to enquiries concerning trees including complaints, and engage with elected members and members of the public as required around issues regarding trees to provide a high level of customer service, including resolution of identified issues using arboricultural knowledge
- Lead on any external funding opportunities to support tree and woodland development in the district
- Keep up to date with relevant legislative, national or local developments related to arboriculture as well as statutory requirements and public responsibilities

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

We act with credibility, professionalism and integrity in all that we do.

An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

Empowerment

Committed to creating an environment where colleagues are encouraged and supported to take initiative.

A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

Taking responsibility for our actions and operating in a transparent manner.

Being responsible for our own performance.

Making a Difference

Addressing the complex challenges we face with innovative solutions.

Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

Putting residents at the heart of everything we do.

Being an inclusive Council that values and celebrates diversity.

Kindness

Empathy and understanding of others.

Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Significant vocational experience in arboriculture and Professional Tree Inspection (PTI) qualified.
- Ability to confidently identify common species of trees and shrubs and the ability to assess age, condition, amenity and ecological value.
- Knowledge of legal and health and safety requirements in relation to trees including in a local government context
- Management and engagement with appropriate contractors, including ordering and supervising operations.
- IT literate with experience of using word processing, spreadsheets, GIS/map based systems and database packages as well as the internet.
- Experience using large data sets to inform decision making
- Demonstratable skills in managing information and communicating with a variety of stakeholders.

Desirable

- Professional experience of working in a similar role within a Local Authority or similar environment.
- Experience of using GIS.
- Experience of managing and protecting trees in the landscape.
- Experience developing and delivering tree planting schemes

Relevant Qualifications

Essential

- A minimum of 4 GCSEs at grade A-C (9-4) including maths and English, or a vocational level 2, plus GCSE grade A-C (9-4) in both maths and English.
- Professional level qualification in Arboriculture or related subject, minimum QCF level 4 arboriculturist or equivalent qualification
- A current driving licence.



Desirable

- Eligible for professional membership of the Arboricultural Association
- Eligible for professional membership of Institute of Chartered Foresters
- Recognised qualification in Landscape Design

Communication and Interpersonal Skills

Essential

- Excellent verbal and written communication skills including negotiation and persuasion
- Made informed decisions regarding trees independently, including where risk and safety issues are identified
- Ability to work sensitively and confidently with tact and diplomacy to address and resolve problems effectively, even with difficult customers
- Ability to work independently to set priorities, objectives and meet deadlines whilst maintaining a strong focus on key priorities
- Ability to prioritise work and promptly respond to critical issues
- Able to work under tight deadlines to achieve outcomes.
- Ability to communicate with confidence to prepare and present clear written reports and responses fit for the relevant audience.
- Ability to write reports and provide professional recommendations
- Creative, flexible approach to problem solving
- Ability to work as part of a team and liaise with colleagues from across the Council.
- Willing to support the development and implementation of new ways of working

Desirable

- Use of tree management software systems (e.g. OTISS, Arbortrack)