



Job Description

Brentwood Borough Council
Arboricultural Officer

Position Title	Trainee Arboricultural Officer - Parks and Open Spaces
Directorate	Environment
Service Area	Green Spaces
Team	Green Spaces
Band	D – Fixed Term 2 Years
Reports to	Woodland and Country Park Manager

Brentwood Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm or exploitation.

MAIN PURPOSE

To undertake tree inspections and site surveys for the Council in a wide variety of landscapes including Parks, Open Spaces and Housing Assets. To undertake digital mapping using the Council's Tree Management Systems. To liaise with contractors regarding tree works, planning works with residents and stakeholders.

CORPORATE DUTIES

1. To work with colleagues to achieve service plan objectives/targets.
2. To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.
3. Apply and actively promote the principles of the Organisation's Equal Opportunities Policy in all areas of employment and service delivery.
4. To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.
5. To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.

Responsibilities

1. Provide professional advice to council departments in respect of all the Council owned trees, and those protected in conservation areas and covered by Tree Preservation Orders.
2. Undertake detailed tree condition inspections, understanding in detail the effects of decay organisms and pests on the biomechanics and physiology of trees, using QTRA, VTI and PTI.
3. To manage the Councils Tree Management System.
4. To populate the Councils tree management system with site data, and to programme a schedule of works using a risk-based approach. To provide data to the service manager on risk and risk avoidance.
5. Produce reports and implement subsequent work programmes for all the Council's open space trees.
6. Carry out Risk Assessments relating to tree work for trees in parks, public open spaces and Housing sites with due consideration to relevant legislation.
7. Provide advice and make recommendations on risk management of trees particularly in association with alleged root damage claims.
8. Manage a fleet of contractors, including ensuring all RAMS and Insurances are in place and arranging works.
9. Manage budget in relation to tree works.
10. Inspection of Council owned trees in public open spaces, car parks etc. and arranging all associated works.
11. Manage statutory duties under Town & Country Planning Act (TPOs) and Conservation Area notifications
12. Assess planning applications for tree impacts; issue technical responses and law-based advice
13. Support enforcement of arboricultural planning conditions and high hedge legislation
14. Plan and supervise tree planting schemes and maintenance programs
15. Assist in the management of the Councils owned Woodland's and the delivery of grant related projects.
16. Responding to customer complaints.
17. Attending public meetings in relation to tree and project works.
18. Any other related tasks appropriate to the post.
19. Undertake duties and responsibilities in accordance with the Council's Health and Safety policies and procedures

PERSON SPECIFICATION

Position Title:	Arboricultural Officer	Date Reviewed:	13/01/26
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Service:	Green Spaces	Band:	D
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Method of Assessment: AF Application Form
 T Testing
 I Interview

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE			
1.1	Experience of working in arboriculture including in-depth knowledge of TPO Regulations and BS3998		X	AF/I
1.2	Proven track record of working with external contractors and contract management	X		AF/I
1.3	Working across the Microsoft suite and bespoke IT systems including Tree management Systems	X		AF//T
1.4	Working across a broad range of both internal and external customers.	X		AF/I
1.5	Managing of budgets		X	AF/I
1.6	Providing technical advice on tree issues		X	AF/I
1.7	Experience of tree surveying using VTI		X	AF//T
3.	ABILITIES			
3.1	To communicate to a wide range of audiences, adjusting the style of communication to the situation.	X		AF/I
3.2	To deliver a high standard of work in an environment of ever-changing demands and deadlines.	X		AF/I
3.3	Able to be tactful and diplomatic in dealing with Councillors, offices, external partners and residents	X		
5	EDUCATION, TRAINING and QUALIFICATIONS			
5.1	Lantra VTI or equivalent or willingness to work towards	Essential		
5.2	Full Driving License and ability to travel using own vehicle	Essential		
5.3	RFS Diploma in Arboriculture or equivalent	Desirable		
5.4	Lantra PTI or willingness to work towards	Essential		

5.5	QTRA or willingness to work towards	Essential
5.6	IOSH Managing Safely or willingness to work towards	Essential
5.7	Strong Tree Identification and Tree Health Diagnostic Skills	Essential
5.8	PACE Training or Willingness to Work Towards	Essential