

POST DESCRIPTION

POST TITLE:	ARBORICULTURAL OFFICER
POST NUMBER:	EF05
GRADE:	H
RESPONSIBLE TO:	Development Management Manager and Land Management Officer
RESPONSIBLE FOR:	1. Making recommendations, processing and preparation of reports on tree and landscaping matters for planning and other applications, agreements, consultations and appeals and to advise on such matters generally. To make, review and monitor Tree Preservation Orders (40%). 2. To make decisions regarding and undertake and supervise the conservation and development of the Council's tree stock and to co-ordinate the delivery of its tree management (60%).
LIAISON WITH:	Colleagues within Customer Services, Estate Management, the Development Control Unit and Legal; other Council Officers generally; Members of the District Council; Officers of the County Council and adjoining District Councils; Statutory and non-statutory agencies; Parish and Town Councils; Developers and their Agents; Tree Surgeons and associated consultants contracted to the Council.

KEY CORPORATE ACCOUNTABILITIES:

To provide professional technical advice on trees and landscape matters within the planning service including Tree Preservation Orders. To assist this service in meeting its government targets and provide a quality service to its customers.

To undertake, advise on and decide on the management of trees and woodland on land within the Council's ownership or control.

KEY SERVICE ACCOUNTABILITIES:

1. To process and prepare reports on applications for works to trees in a Conservation Area or covered by a Tree Preservation Order, Planning Applications, Consultations and Notifications, Legal Agreements and Enforcement Reports in association with the Enforcement Officer.
2. To ensure that Tree Preservation Orders and other applications/notifications and agreements comply with the

requirements of the Town and Country Planning Acts and associated legislation and the Development Plan policies and to contribute to the review of such policies as and when necessary.

3. To be responsible for survey work, consultations, reports in respect of the designation of Tree Preservation Orders and to liaise with Legal Services over their designation. To maintain TPO records and undertake subsequent monitoring.
4. To undertake and supervise a programme of tree safety inspections for the Council's tree stock to minimize foreseen risks of injury to the public or damage to property. To exercise decision making in the specification of any tree works that may be required in accordance with the Council's Tree Management Policy.
5. To prepare Tree Conservation and Maintenance Policy and make recommendations for Council approval recognising the Capital Asset Value of Amenity Trees.
6. To prepare Woodland Management Plans and to contribute towards the management and development of landscape plans for Council owned open space and wider asset management in line with the Mid Devon Public Space Strategy. Including a programme of tree planting and future maintenance in support carbon reduction objectives.
7. To write grant applications for tree matters including the specification of planting for tree planting proposals.
8. To have budget responsibility for tree works and instruct contractors to undertake necessary arboricultural work to appropriate professional industry standard and to required standards for health and safety and financial regulations.
9. To provide advice to applicants, agents, developers and others on tree and landscape matters relating to development management/enforcement and to process associated enquiries and applications swiftly and in a spirit of co-operation.
10. To carry out negotiations and consultations with developers, applicants and agents with regard to tree and landscaping matters whilst supporting a positive approach to achieving the Councils corporate aims and objectives.
11. To promote best practice in arboricultural matters including on trees in relation to development and in accordance with the relevant professional and British Standards.
12. To maintain a GIS based database for Tree Preservation Orders and be responsible for the development and maintenance of a database of tree inspection surveys for the Council's tree stock.

13. To consider and respond in a timely manner to enquiries and complaints received with respect to trees on Council land – supporting the Housing Service where appropriate making decisions in accordance with the Tree Management Policy.
14. To provide advice to the public, Town and Parish Council and other bodies as appropriate with respect to tree matters.
15. To liaise with other units of the District Council and the County Council as necessary and other agencies in respect of consultations and requirements.
16. To arrange and attend as necessary Committee meetings, site inspections and meetings in connection with s106 agreements, planning and other applications, agreements etc.,
17. To prepare statements and proofs of evidence and written representations and to present evidence as necessary on behalf of the Council at Appeal Hearings and Inquiries.
18. The post holder must ensure that in respect of all Council tree work, health and safety rules and procedures outlined in the Council's Health and Safety Policy are applied, ensuring training is undertaken as required and prepare associated risk assessments and safe systems of work.
19. To undertake such other duties as the Development Management Manager/ Land Management Officer may from time to time require.
20. Make suggestions for improvements to systems and procedures maximising the use and potential of IT for service delivery and continually improve electronic systems.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a Health and Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this Policy and comply with its content.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Senior Manager.

DATA PROTECTION:

It is the responsibility of the post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the [government DBS Tool](#) that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs
Changing & Improving	You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner
Making Effective Decisions	You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions
Delivering Quality, Value & Pace	You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner
Leading by Example	You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all
Communicating & Influencing	You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others
Building Capability	You focus on continuous learning and development for self, others and the organisation as a whole
Collaborating & Partnering	You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support

PERSON SPECIFICATION

ARBORICULTURAL OFFICER

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	• National Diploma in Arboriculture Level 4 or equivalent demonstrable experience • An arboricultural /forestry qualification. • Demonstrable experience in advising developers and the public over tree and landscape matters including in relation to Tree Preservation Orders and the planning applications. • Demonstrable experience of tree conservation and maintenance within a public setting	• Previous employment within a Local Authority Planning Department. • Membership of the Arboricultural Association
Knowledge and Expertise:	• Knowledge of Town and Country Planning Legislation, procedures, practice and precedents • Knowledge of British Standards in relation to trees and development and landscaping matters. • An understanding of risk, public liability and relevant assessment methods • Health and safety rules and procedures – risk assessment and safe systems of work	• Political awareness • Awareness of contribution trees make to amenity, landscape, habitat and environmental diversity and carbon reduction.
Skills:	• Effective negotiating skills • Good communication, interpersonal, diplomacy, presentation and report writing skills • Ability to balance quantity and quality of work • Capable of working under pressure and achieving deadlines • Computer literate and proficient in the use of GIS and Microsoft Office systems • Experience of team working • Supervising skills	
Personal Attributes:	• Accuracy, reliability and patience • Customer focus	• Personality and assurance to deal with

	ESSENTIAL	DESIRABLE
	• Be a team player	difficult situations
Special Requirements	• Full valid driving licence • Be able to travel extensively around the Mid Devon area	

Date: May 2021