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| <b>Job Title</b>   | Tree Officer                                    |  |              |
| <b>Job Number</b>  |   |  |              |
| <b>Grade (if known)</b>  | 6   | <b>Revision date</b>                                 | October 2019 |
| <b>Directorate</b>   | Residents Services                              |  |              |
| <b>Business Unit /Section</b>  | Parks and Street Scene / Environmental Services |  |              |
| <b>Responsible to (job title)</b>  | Senior Tree Officer                             |  |              |
| <b>Responsible for total number of direct reports</b>  | 0   | <b>Responsible for total number of staff managed</b> | 0            |
| <b>Main purpose of job</b>   |   |  |              |
| 1. To provide a cost effective, proactive and responsive arboricultural service to the council   |   |  |              |
| <b>Main responsibilities</b>   |   |  |              |
| <ol style="list-style-type: none"> <li>1. To develop and implement the Council's Tree Policy, Tree Strategy and the Green Infrastructure Strategy.</li> <li>2. To advise on the arboricultural aspects of planning applications, tree preservation orders and trees in conservation area</li> <li>3. To effectively manage the tree stock owned by the council (and Highway trees where relevant).</li> </ol>  |   |  |              |
| <b>Key tasks</b>   |   |  |              |
| <ol style="list-style-type: none"> <li>1. To develop and implement council policy relating to trees, woodlands and hedgerows.</li> <li>2. To liaise with, and provide arboricultural advice to, officers of the council, other agencies, organisations and the general public.</li> <li>3. To prepare and present reports to committees, working groups and panels of the council, and attend other public meetings.</li> <li>4. To ensure that service delivery complies with national, regional and local agendas on relevant matters.</li> <li>5. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults).</li> </ol> <p><b>Post holders will focus on one of the two following areas but, in order to improve the flexibility and resilience of the overall arboricultural service, there will be occasions when there will need to be involvement in both areas to provide support during peaks of workload, sickness, holidays etc.</b></p> <p><b>Council Tree Function</b></p> <ol style="list-style-type: none"> <li>6. To undertake the on-going mapping and surveying of all Borough owned trees and the continued updating of the tree database.</li> </ol> |   |  |              |

7. To advise and negotiate on all matters associated with council-owned trees.
8. To encourage community activities relating to the council's tree resource in liaison with the Community Development Officer (Green Spaces) and other agencies as appropriate, with a particular focus on the Tree Warden Scheme and the Basingstoke Conservation Network.
9. To control budgets in connection with the postholder's defined area of responsibility to ensure maximum effectiveness, including the planning, programming, control and monitoring of the council's tree work contractor in relation to council-owned trees and woodlands, and Highway trees where appropriate.
10. To produce information for capital and revenue estimates, forward planning, records and statistics, safety reports and Codes of Practice.
11. To work with developers and planners on housing layouts in relation to retained and proposed trees and woodland that will come under council ownership.
12. To react to high risk privately owned trees when notified, using the Miscellaneous Provisions Act.
13. To prepare and input to management plans for the council's woodlands, and apply for external grant aid where appropriate.

### **Planning Tree Function**

14. To advise and negotiate on all matters associated with Tree Preservation Orders (TPOs), including the preparation and serving of TPOs.
15. To advise and negotiate on all matters associated with trees in Conservation Areas (CA), including 'Notices on Intent.'
16. To advise and negotiate on matters associated with council-owned trees where these are covered by TPOs or are in CAs.
17. To advise on the arboricultural aspects of planning applications, including negotiating with applicants and developers.
18. To investigate alleged breaches of TPO/CA legislation and planning controls, including liaison with the Legal team and Compliance and Enforcement team as appropriate.
19. To advise and negotiate regarding Hedgerow Removal Notices.
20. To deal with Felling Licence Applications and Woodland Grant Scheme Applications.
21. To prepare proofs of evidence and represent the council as a professional witness at Informal Hearings, Planning Appeals, and in court proceedings in relation to tree issues.
22. To prepare technical advice and promotional material in connection with trees, hedgerows and woodlands.

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| <b>Essential User</b>   | Yes  |
| <b>Special features and/or equipment</b><br><i>(anything 'out of the norm')</i> | <ol style="list-style-type: none"> <li>1. Extensive contact with the public and Ward Members.</li> <li>2. Regular site visits.</li> <li>3. Attendance at some evening and weekend meetings.</li> <li>4. Rare call-outs outside normal working hours, e.g. associated with potential TPO infringements or emergencies relating to council trees.</li> </ol> |

*This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.*