

PERSON SPECIFICATION

Job Title	Tree Officer	Job Number	
Directorate	Executive Director of Borough Development	Location	
Completed By		Date	August 2019

Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• National Diploma in Arboriculture or equivalent	✓		Certificate
• RFS Professional Diploma in Arboriculture or equivalent		✓	Certificate
Work Experience & Attainments Previous work experience relevant to the job			
• Proven track record of fulfilling similar functions within a previous post	✓		Application form/interview
• Experience of woodland management		✓	Application form/interview
Skills and Competencies			
• Ability to communicate or interpret ideas or proposals via reports, plans, drawings, etc.	✓		Application form/interview
• Ability to liaise and share best practice with all relevant officers throughout the council	✓		Application form/interview
• 'Can do' attitude and positive thinker	✓		Application form/interview
• Ability to relate to and gain the confidence of local residents, elected Members and staff.	✓		Application form/interview
• Project management skills (incl. budgetary, organisational and programme skills). • Achieves quality results, in a timely and cost effective way.	✓		Application form/interview
• Self-motivated with the ability to work as part of a team of tree professionals.	✓		Application form/interview

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Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> Competent in the use of MS Office packages including Word, Outlook and Excel 	✓		Application form/interview
<ul style="list-style-type: none"> Competent in the use of tree management software and GIS systems 		✓	Application form/interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> Full UK valid driving licence 	✓		Evidence of licence
<ul style="list-style-type: none"> To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults)'. 	✓		Application form/interview