

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Arboricultural Officer
Service Area / Team	Planning / Development Management
Reports to	CIL & Enforcement Team Leader
Pay Grade	Grade F (Level 1) £37,204 - £42,285 Grade G (Level 2) £43,438 - £49,655
Politically Restricted Post	Yes (Sensitive)
DBS Requirement	None

JOB PURPOSE
To take the lead on matters relating to Tree Preservation Orders (TPOs), assisting the public, Officers and Councillors effectively.

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To process applications for works to trees protected by TPOs and notifications of works to trees in Conservation Areas and Hedgerow Removal Notices within the statutory timescales including carrying out of site visits.
<ul style="list-style-type: none"> To provide expert advice to Planning Officers in relation to pre-application advice and all applications under the Planning Acts in relation to trees.
<ul style="list-style-type: none"> To act as Local Planning Authority advisor on policy documents and provide feedback on such documents.
<ul style="list-style-type: none"> To respond to requests for pre-application advice in relation to trees.
<ul style="list-style-type: none"> To assess trees for suitability for protection by way of a TPO, preparing TPO documents and effecting service.
<ul style="list-style-type: none"> To assess and determine the Council's response to objections to TPOs, and to confirm TPOs after the expiry of statutory deadlines.
<ul style="list-style-type: none"> To process applications and appeals, including carrying out site inspections, for works to trees protected by TPOs, notifications of works to trees in Conservation Areas and Hedgerow Removal Notices.
<ul style="list-style-type: none"> To act as case officer for complaints made under High Hedges Legislation and to act as case officer for appeals against remedial notices served under this legislation.
<ul style="list-style-type: none"> To provide arboricultural advice on all applications and appeals under the Planning Acts in relation to trees including, when required, at Planning and Licencing Committee.
<ul style="list-style-type: none"> To provide expert advice at Planning and Licencing Committee meetings, other Council and Committee meetings as necessary, and to advise Members on tree matters.
<ul style="list-style-type: none"> To provide arboricultural advice relating to enforcement cases where works are alleged to have been undertaken to protected trees without the necessary consent.

<ul style="list-style-type: none"> • To monitor the protection of trees in development areas and other sites where retained trees are in danger of damage during construction.
<ul style="list-style-type: none"> • To deal with relevant correspondence/enquiries from the public, partners, Members and colleagues.
<ul style="list-style-type: none"> • To provide public information on trees – including updating relevant parts of the Council website
<ul style="list-style-type: none"> • 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, when required.
<ul style="list-style-type: none"> • To represent the Council as necessary at informal hearings, public inquiries and in relation to prosecutions at the magistrates court.
<ul style="list-style-type: none"> • To respond to complaints in respect of matters relevant to the post holder's area.
<ul style="list-style-type: none"> • To provide professional advice and information to prospective applicants, other officers of the council, and the general public, including interpretation of legislation.
<ul style="list-style-type: none"> • To keep abreast of legal and policy developments, any changes to legislation and statutory requirements, and update internal policies and procedures as required.

CORPORATE RESPONSIBILITIES

<ul style="list-style-type: none"> • Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
<ul style="list-style-type: none"> • To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> • To actively demonstrate the values and behaviours of the council.
<ul style="list-style-type: none"> • To ensure our customers are valued by taking into account their views and needs in all that we do.
<ul style="list-style-type: none"> • To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none"> • To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none"> • To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none"> • To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Arboricultural Officer

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential (Level 1) <ul style="list-style-type: none"> A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths. Basic tree survey and inspection certificate. Relevant qualification in arboriculture e.g. National Diploma in Arboriculture. 	✓		
	Desirable (Level 2) <ul style="list-style-type: none"> Professional Tree Inspection Certificate (such as LANTRA, level 3 or equivalent). Relevant degree qualification (Landscape or Countryside Management, Planning, Horticulture, Environmental). Membership of relevant professional bodies, such as The Arboricultural Association and the Institute of Chartered Foresters (ICF). 	✓		
Experience and Knowledge	Essential (Level 1) <ul style="list-style-type: none"> Thorough knowledge of the biology of trees, shrubs and plants, and all aspects of their maintenance and care, including disease/pest management. 	✓	✓	
	<ul style="list-style-type: none"> Thorough knowledge of issues relating to trees, shrubs and hedge maintenance. 	✓	✓	
	<ul style="list-style-type: none"> Thorough knowledge of all relevant legislation relating to Tree Preservation Orders, trees in conservation areas, Hedgerow Removal Notices, and High Hedges. 	✓	✓	
	<ul style="list-style-type: none"> Experience of assessing trees in relation to making Tree Preservation 	✓	✓	

	Orders, preparing necessary documentation and making such Orders.			
	<p>Desirable (Level 2)</p> <ul style="list-style-type: none"> • Considerable depth of knowledge and relevant experience of working in a similar role. • Knowledge of tree surveying for health and safety purposes. • Experience of processing applications relating to Tree Preservation Orders, trees in conservation areas, Hedgerow Removal Notices, and High Hedges. • Experience with surveying trees in planning applications. • Experience with tree mapping. • Detailed knowledge of relevant legislation and up to date knowledge of relevant case law. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Skills and Abilities</p>	<p>Essential (Level 1 & 2)</p> <ul style="list-style-type: none"> • The written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums. • Strong interpersonal skills and the ability to build effective working relationships at all levels. • Ability to negotiate and discuss issues with colleagues in the public and private sector. • Ability to deal effectively with confrontational situations. • Ability to work as part of a team and on own initiative. • Ability to plan, organise and prioritise workload and competing demands effectively in order to meet deadlines and targets and maintain high standards at all times. • Flexible, adaptable and receptive to new initiatives and change. • Excellent customer service skills and the ability to offer customers an effective, efficient and consistent service. • Able to work flexible hours as required by the nature of the work, including the ability to respond to emergency and “out of hours” situations. • Competent user of IT applications and systems. • Ability to travel to sites across the district efficiently and effectively. 	<p>✓</p>	<p>✓</p>	