

## Job Description : Tree Officer

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	Tree Officer
<b>Service:</b>	Commercial Services
<b>Team:</b>	Parks and Countryside
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Tree and Woodland Officer
<b>Responsible for:</b>	Implementing the Councils Tree & Woodland Policy by undertaking tree safety inspections and organising associated works as directed by the Councils Tree and Woodland Officer.
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Team Work</b>	In Waverley we value <b>team work and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
PRINCIPAL PURPOSE OF THE ROLE	
<p>The role requires a highly trained and experienced professional with specialist knowledge in the fields of Arboriculture and Woodland Management in order to:</p> <ul style="list-style-type: none"> <li>• Implement the Council's Tree Risk Management approach, ensuring the safety of staff, members of the public and Tenants, as far as is reasonably practicable</li> </ul>	

- Assist with development of- and lead on the implementation of Council policy in relation to tree planting and pests and diseases associated with trees
- Assist in managing relevant budgets efficiently in order to maximise output without sacrificing quality and manage tree work related contracts/contractors
- Advise and assist officers in other Council services/departments

## MAIN DUTIES AND ACCOUNTABILITIES

**The main duties of this post are broken down into 4 key areas as shown below.**

### **Tree Risk Management (TRM)**

- Carry out tree inspections and make decisions based on tree defects and risk potential and generate measured but appropriate work specifications
- Make management decisions based on suitability of otherwise healthy trees
- Be responsible for keeping the Council tree database up to date and producing quarterly performance reports. Assist in sourcing and developing a new tree GIS as and when required
- Assist and guide Rangers and Housing Officers in TRM matters

### **Tree Planting**

- Contribute to the implementation of Council policy for tree planting in order to safeguard green spaces, improve biodiversity and increase canopy cover and carbon sequestration potential and implement these
- Organise and oversee contractors to plant, water and maintain trees

### **Tree Pest and Disease**

- Work with Tree and Woodlands Officer to implement Council approach and policy on current and future Tree related Pest and Diseases
- Work with partners and attend workshops in order to keep up to date on P&D threats

### **Woodland Management**

- Assist Tree and Woodlands Officer with development and implementation of Woodland Management plans for individual sites

### **In connection with the duties above:**

- Be responsible for the management, supervision and auditing of contractors including compliance with; Council Approved Arboricultural Contractor Code of Conduct, BS3998, relevant H&S legislation, updating contractor database for relevant tickets, qualifications and verifying insurances, carrying out formal and informal site visits, work checks and audits
- Assist in procurement of services using Intend/Portal
- Write specialist specifications, generate works orders, instruct works
- Manage budgets responsibly including record keeping plus generating and issuing Purchase Orders
- Work with other Council officers, Local Councillors, user groups, interest groups and any other relevant parties to inform and educate on any tree related matter

### **Customer Service**

- The role requires delivery of excellent service to all customers in line with published service standards, including provision of advice and assistance to all customers.
- Ensuring the customer receives a prompt and complete response to their enquiry or issue, responding appropriately by telephone, in writing, by e-mail or in person and re-directing as appropriate to the relevant officers or partners

### **Health and Safety**

- Comply with all Health and safety legislation for your area of work, both for own actions and activities and those of contractors, ensuring that risks are identified, managed and monitored as required

### **Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window

### **Data Governance**

- It is the responsibility of all staff who manage data to ensure that it is of the highest quality and complies with the Council's data Protection Policy

## **DIMENSIONS OF THE ROLE**

- Assisting in implementing the Council's responsibility under duty of care/occupiers liability legislation in respect of tree safety, making key decisions on retention of trees or otherwise thus protecting the Council from claims of negligence (including corporate manslaughter) or damages not covered by insurance
- Under direction of line manager, responsible for efficient and prudent use of the Council's Tree Safety and related tree and woodland budgets (between £250K and £300K). Project "size" at any one time, up to £25K
- Responsible for contract procurement through tendering, vetting, instructing and overseeing works of Arboricultural/Forestry contractors working on Council land
- Ensuring compliance with Health and Safety Regulations – Highway and Waste Regs and insurance requirements. Number of projects at any one time; up to 10
- Assist in the implementation of the Council's Tree Planting Policy to achieve improved bio-diversity, increased tree stock resilience and contributing towards the Council's aim to become carbon neutral by 2030
- Responsible for frontline pest and disease management including working with Tree and Woodlands officer to develop strategic guidance to safeguard council tree stock from known and future Tree P&D including writing capital bids
- From time to time, provide support to the Councils Tree & Landscape service in respect of Tree work applications involving protected trees and Planning Development consultations and any enquiries relating to these.
- Dealing with enquiries (letter, email, web reports and calls) 20 per day
- Responsible for explaining and defending unpopular decisions to members of the public and Members

## AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The Council relies on this post holder to undertake professional tree risk inspections and management, in line with Council policy, to avoid harm or damage to people or property and protect the Council from claims of negligence. The post holder is responsible for planning and organising work priorities to satisfactorily discharge the above
- The Council relies on this post holder to help provide safe and accessible Greenspaces and Tenanted properties around the Borough ensuring the safety of staff, Tenants and the general public
- Decisions regarding the level of risk posed by trees and their specific condition of tree stock on Council property and proper response to this having regard to all relevant legislation including tree related Pests and Diseases (both current and future)
- Any issues beyond the potholder's knowledge or experience and issues which may be controversial or sensitive or have wider Policy implications, should only be progressed in agreement with line manager or Greenspaces Manager

## PLANNING/ORGANISING/CONTROLLING

- Organise own workload and priorities and agree team priorities and working where appropriate with fellow assistant tree officer and other colleagues
- Manage and deliver a variety of projects; working to deadlines and managing budgets
- Source and apply for external funding where appropriate
- Work with partners and stakeholders to assist in service delivery, initiatives and projects to better manage the Councils land, trees and woodland in regards to Tree Safety and Pest and Disease management

## CUSTOMERS AND CONTACTS

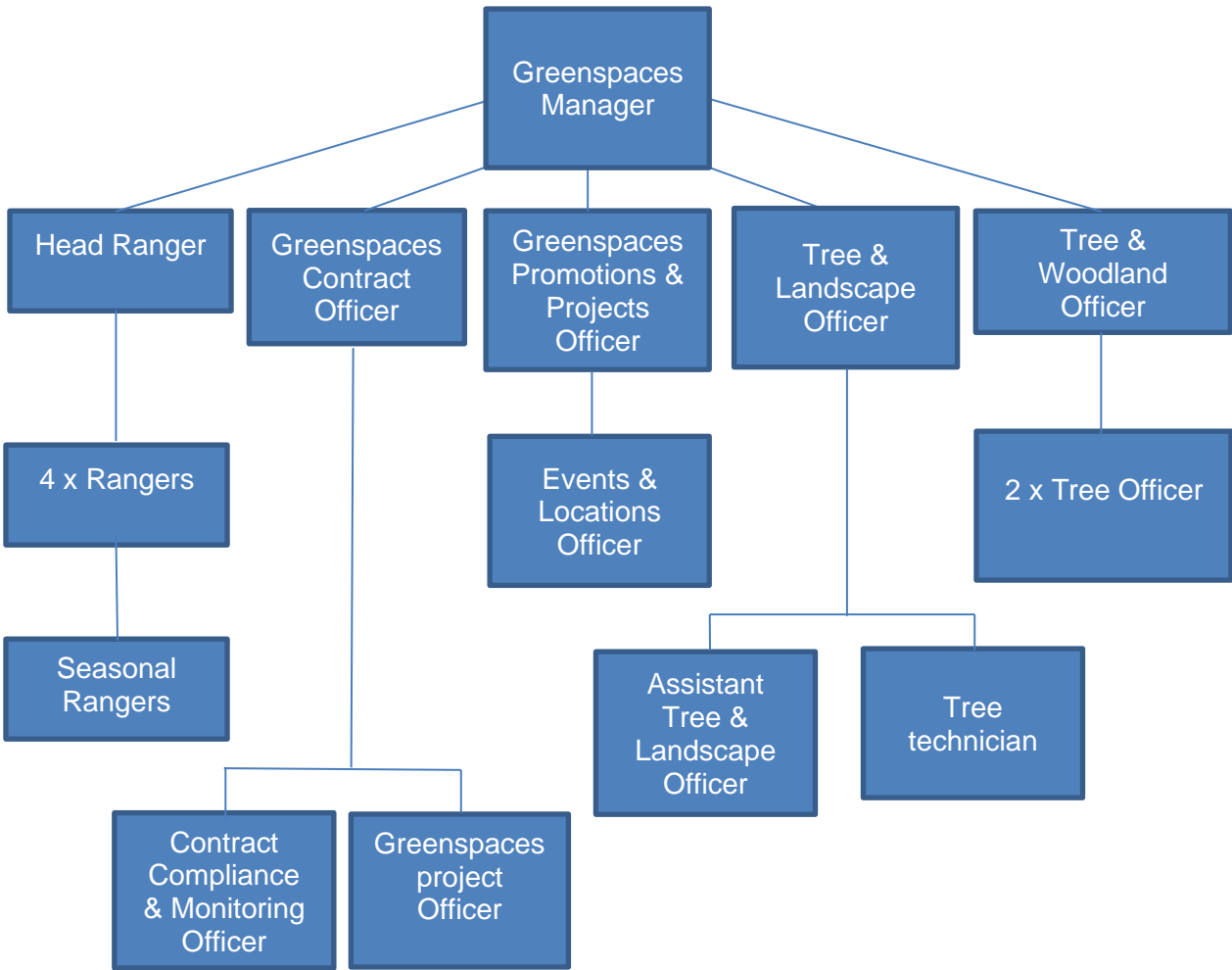
### INTERNAL

- Tree & Woodland Officer, Officers from Parks & Countryside, Communities, Housing, Carparks, Facilities, Leisure and Planning services. Also elected members of the Council and Portfolio Holder

### EXTERNAL

- Other Districts & Boroughs, Surrey County Council, Town and Parish Councils, Government Organisations (Defra, Forestry Commission, Natural England), PCC's, Clubs, Recreation Ground Committees, Council Tenants, Members of the public/site users and Contractors

**SERVICE/TEAM STRUCTURE**



## PERSON SPECIFICATION

Candidates must be able to fully demonstrate all essential criteria within their application form to be shortlisted for this role.

PERSON SPECIFICATION				
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Level 4 qualification in Arboriculture</li> <li>Lantra Professional Tree Inspection Certificate</li> <li>Computer use i.e. Microsoft Office</li> </ul>	<p>A/C</p> <p>A/C/E</p> <p>A/C/I</p>	<ul style="list-style-type: none"> <li>Level 6 in Arboriculture</li> <li>Bat and Habitat surveying</li> <li>Temporary Traffic Management (TTM) Auditor /Supervisor</li> <li>Experience of working for Local Government</li> </ul>	<p>A/C</p> <p>A/C</p> <p>A/C</p> <p>A/I</p>
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	<ul style="list-style-type: none"> <li>Familiar with BS3998 and VTA</li> <li>Familiar with relevant H&amp;S and legal legislation related to trees &amp; Arboriculture</li> <li>Experience in Tree Inspections</li> <li>Experience of managing contractors</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I/E</p> <p>A/I</p>	<ul style="list-style-type: none"> <li>Budget Management</li> <li>Knowledge and experience with use of Tree Decay Detection Equipment</li> <li>Use of Tree Management software</li> <li>Experience in Project Management</li> <li>Familiar with the use of GIS systems</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>Good communication skills, verbal and written</li> <li>Proven negotiation skills and ability to manage conflict positively</li> </ul>	<p>A/I</p> <p>A/I</p>		
<b>CUSTOMER SERVICE</b>	<ul style="list-style-type: none"> <li>Understanding of and commitment to promoting equality and diversity in service delivery and employment</li> </ul>	<p>A/I</p>		

	<ul style="list-style-type: none"> <li>• Experience of dealing with the public in a calm and helpful manner</li> </ul>	A/I		
<b>TEAM WORKING</b>	<ul style="list-style-type: none"> <li>• Adaptable, flexible and able to take instruction</li> <li>• Able to work as a team towards targets and goals</li> </ul>	A/I A/I		
<b>MANAGING SELF AND OTHERS</b>	<ul style="list-style-type: none"> <li>• Able to prioritise workload and work un-supervised</li> <li>• Able to support others to achieve outcomes</li> </ul>	A/I A/I	<ul style="list-style-type: none"> <li>• Ability to work to changing targets</li> <li>• Ability to see issues from more than one point of view</li> </ul>	A/I A/I
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	<ul style="list-style-type: none"> <li>• Committed to reaching set targets and taking initiative</li> <li>• Occasionally be available for work outside normal office hours</li> </ul>	A/I A/I		
<b>SPECIAL REQUIREMENTS*</b>	<ul style="list-style-type: none"> <li>• For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet</li> <li>• Full clean driving licence and have access to a car</li> <li>• Able to inspect trees &amp; woodlands in all weather conditions and a variety of access and ground conditions</li> </ul>	A/I A/C/I A/I		

\* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

#### How assessed

- A = Application CV/Personal Statement  
C = Certificates/professional Registration  
D = DBS police check  
E = Exercise  
I = Interview

M = Medical assessment



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<b>Job title:</b>	Tree Officer	<b>Post no:</b>	
<b>Service:</b>	Commercial Services	<b>JE score:</b>	
<b>Team:</b>	Parks & Countryside	<b>Pay band:</b>	8
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week
<b>Competencies: (level 1 – 4)</b>	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	2	
<b>REVIEWED BY:</b>	<b>Arno Spaarkogel</b>	<b>DATE:</b>	
<b>CHECKED IN:</b>	HR	<b>DATE:</b>	
<b>LAST UPDATED:</b>	July 2022	<b>DATE:</b>	