

Hertfordshire County Council Job Outline



JOB TITLE: Projects Officer, Tree Health
GRADE: H8-H9
REPORTS TO: Team Leader, Countryside Management
TEAM: Countryside & Rights of Way Service
DEPARTMENT: Environment & Infrastructure

Purpose of the Job

To act as a central point of contact within Hertfordshire for communications relating to the developing tree health agenda.

To develop, support and maintain a multi-agency county wide Tree Health Network.

To demonstrate, disseminate and promote best practice in relation to tree health issues, including management of resultant tree related risk and planning for the future.

To report relevant tree health and risk messages to elected members to enable appropriate policy and budgetary decisions to be reached.

Main Areas of Responsibility

1. Tree risk management

- Engage with and promote risk-appropriate tree management within all county council land management portfolios
- Act as an internal consultee on tree risk management strategies and processes

2. Tree health network

- Establish and develop a multi-agency network for the dissemination of information and best practice
- Develop and coordinate delivery of a Tree Health Action Plan for Hertfordshire
- Develop positive working relationships with colleagues in government and tree focussed charitable organisations that benefit Hertfordshire

3. Promotion

- Develop, maintain and keep under review our web content pertaining to tree health
- Where appropriate adapt and contextualise national guidance to make it relevant at a Hertfordshire level

- Develop materials and messages to promote key issues to a range of audiences and the broader community

4. Best practice

- Be a central point for the research and collation of best practice and up to the minute guidance
- Develop, deliver and promote practical examples of best practice at a local level through our Land Management Team
- Develop and promote a toolkit that provides current tree health advice, resources and links appropriate to a varied audience

5. Reporting

- Where necessary, prepare and present reports and briefings

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

We are seeking an organised and proactive person who is able to plan and manage a portfolio of work from start to finish.

They will be an excellent communicator, able to tailor and deliver technically sound messages using suitable media to range of professional and public audiences.

They will need to combine plenty of vision and enthusiasm with the initiative to work autonomously, the ability to persuade and motivate others, and the drive to achieve great results.

Successful candidates are likely to have a demonstrable track record in a relevant industry and/or relevant qualification.

A full current driving licence is essential as the post holder will be expected to carry out site visits, lead guided walks and events in rural locations with difficult terrain. Activities requiring manual handling will be necessary from time to time, for which training will be given.