

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>	<b>Assistant Tree &amp; Landscape Officer</b>
<b>Service:</b>	Commercial Services
<b>Team:</b>	Parks & Countryside
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Tree and Landscape Officer
<b>Responsible for:</b>	N/A
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.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b> .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> <li>Assist the Tree and Landscape Officer in the provision of a professional arboricultural service to Council Members, Officers and the public in respect of all arboricultural matters relevant to the Planning and Economic Development and Parks &amp; Countryside Services</li> </ul>	

## MAIN DUTIES AND ACCOUNTABILITIES

- Inspect trees and hedgerows and prepare written reports evaluating the health, safety and amenity value of trees and woodlands, having regard to planning legislation and policy and the council's duties under other legislation
- Survey, update and review existing Tree Preservation Orders, investigate requests for new Tree Preservation Orders, and prepare plans and reports, consider objections, and make recommendations accordingly
- Deal with applications and notices for works to protected trees subject to Tree Preservation Orders or which lie within Conservation Areas, make recommendations accordingly, and act as the point of contact for the public
- Advise fellow officers, Council Members, applicants and the public on planning applications and other development proposals as they relate to trees, prepare and present reports to committees and public meetings, and generally promote understanding about the nature of the service provided
- Assist and advise planning case officers with the implementation of approved development ensuring compliance with duties and conditions relating to the protection of trees, landscaping and replacement planting
- Prepare and present evidence on arboricultural matters at public inquiries and hearings and attend planning inspector site visits in this regard
- Investigate alleged contraventions of tree protection legislation and assist the Enforcement team to prepare reports and provide expert witness evidence in cases leading to prosecution
- Maintain all relevant web pages, registers and records relating to protected trees, including appropriate and timely updating of the Geographical Information System, and ensure that relevant information and communications technology is developed and used
- Through professional development, to keep being informed of best practice, relevant legislation, procedures, standards and ensure the achievement of service quality improvements accordingly
- Assist in producing guidance on tree and landscape matters.
- To contribute to relevant Policy development
- Carry out any other duty as commensurate with the level of the post

### **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

- **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

- **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

- Flexible Working either from a combination of; home, main Council offices or other offices, but required to attend site visits elsewhere.
- Out-of-hours attendance at committee meetings as necessary
- Between 50 and 80 enquiries per week

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

- Respond to general enquiries and to give advice on arboricultural matters
- In relation to applications for works to trees to make recommendations to the Tree and Landscape Officer
- 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

## PLANNING/ORGANISING/CONTROLLING

- Organise own workload and priorities and agree team priorities and -working where appropriate with other colleagues. Manage and deliver a variety of projects, working to deadlines and managing budgets

## CUSTOMERS AND CONTACTS

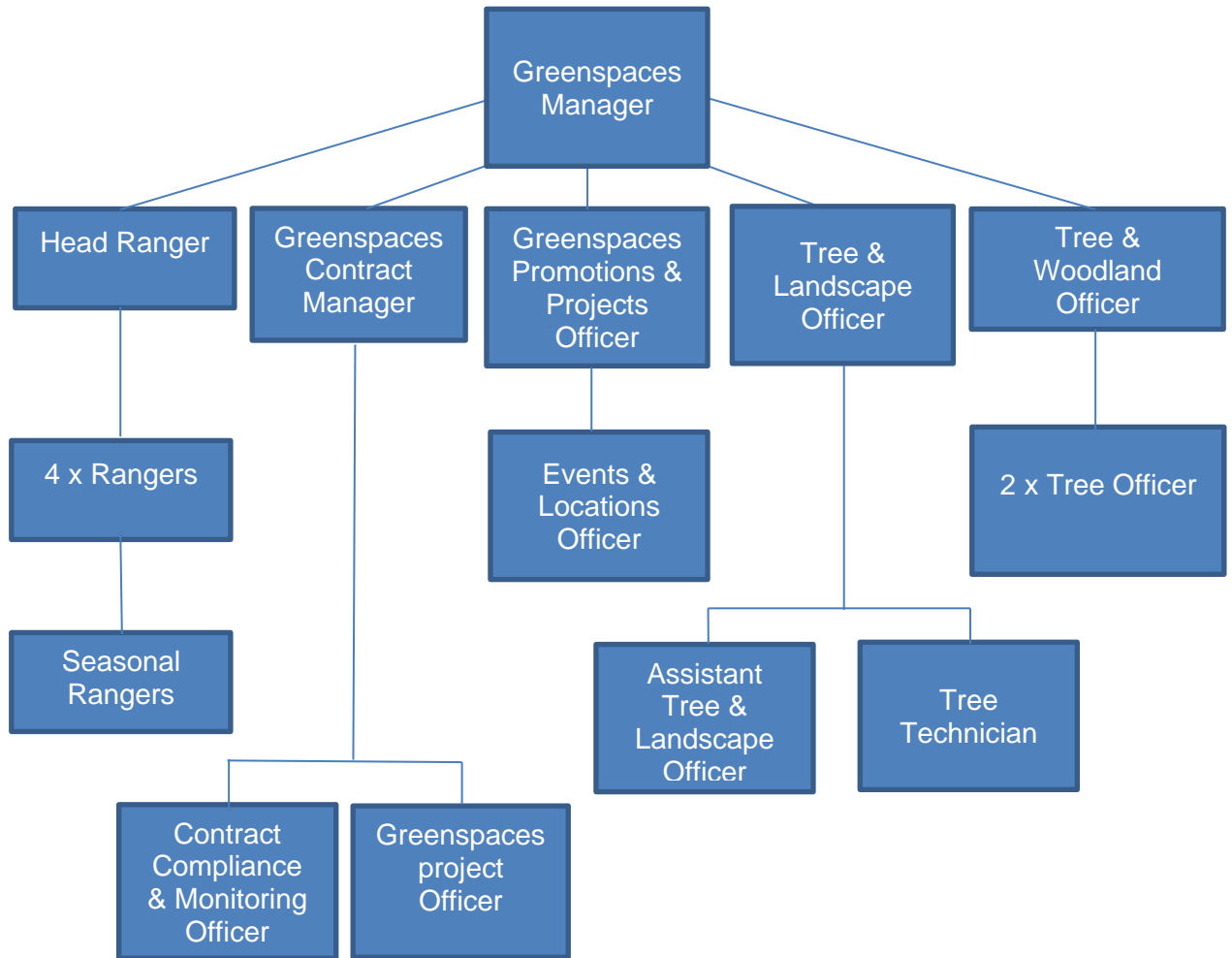
### INTERNAL

- Planning Officers, Property Staff, Building Inspectors, Legal Section, other departments requiring professional Arboricultural advice, Members

### EXTERNAL

- Applicants and their professional agents or advisers, nearby residents, amenity societies, Forestry Commission, Parish and Town Councils, landowners affected by Council policy or requirements, Tree Wardens, Statutory Undertakes, contractors, neighbouring local authorities and other related regional, SCC etc. or national organisations, Dept of Communities and Local Government and the Regions etc.

## SERVICE/TEAM STRUCTURE



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I 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>	A recognised arboricultural qualification to Level 4	<b>A/C</b>	Accreditation as a LANTRA Professional qualified Tree Inspector	<b>A/C</b>
	Experience of specifying and undertaking tree work to industry standard recommendations	<b>A/I</b>	Membership of the Arboricultural Association	<b>A</b>
	Use of Microsoft Office; Excel, Word and PowerPoint	<b>A/I</b>	Relevant experience of working in a local government or similar environment	<b>A/I</b>
<b>KNOWLEDGE / TECHNICAL SKILLS</b>	Experience in the field of arboriculture or landscape management	<b>A</b>	Experience with GIS systems	<b>A/I</b>
	Sound knowledge of tree species (in all seasons)	<b>A/I/E</b>	Awareness of Safeguarding	<b>A/I</b>
	Conversant with amenity value assessments	<b>A/I</b>		
	Conversant with TPO legislation	<b>A/I</b>		
<b>COMMUNICATION</b>	Good communication skills; verbal and written	<b>A/I</b>		
	A high level of literacy and an ability to compose and present clear and concise reports	<b>A/I</b>		
	An ability to negotiate effectively to achieve desired outcomes	<b>A/I</b>		
	Understanding of and commitment to	<b>A/I</b>		

<b>CUSTOMER SERVICE</b>	promoting equality and diversity in service delivery and employment.			
	Committed to customer care and the provision of a quality service	<b>A/I</b>		
<b>TEAM WORKING</b>	Can demonstrate positive contribution to team work	<b>A/I</b>		
	Adaptable, flexible and able to take instruction	<b>A/I</b>		
<b>MANAGING SELF AND OTHERS</b>	Able to maintain related information and administration systems.	<b>A/I</b>		
	Able to prioritise workload and work unsupervised	<b>A/I</b>		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	Ability to work to changing targets	<b>A/I</b>		
	Able to work on own initiative	<b>A/I</b>		
<b>ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet*	<b>A</b>		
	Capable of making site visits and inspecting trees, their form and health, even where access is difficult.	<b>A</b>		
	Full and valid driving licence	<b>A</b>		
	Attends site inspections as required in the role and in accordance with the Business Travel Policy	<b>A</b>		
	Ability to attend out of hours committee and other meetings	<b>A</b>		

\* 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

For Official Use only			
<b>Job title:</b>	Assistant Tree & Landscape 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>	<b>Communication:</b>	<b>Add level</b>	
	<b>Customer Service:</b>	<b>2</b>	
	<b>Team Working:</b>	<b>2</b>	
	<b>Managing Self and Others:</b>	<b>2</b>	
	<b>Can do approach/Results:</b>	<b>2</b>	
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>CHECKED IN:</b>	HR	<b>DATE:</b>	
<b>LAST UPDATED:</b>	July 2021	<b>DATE:</b>	