
Post Title: Principal Environmental Officer

Post Hours: 22.5hpw

Grade: Scale 4/SO1 - PO2/5 (subject to career grade)

Responsible to: Planning Policy Manager and Planning Manager

Responsible for: None.

Main contact associated with principal duties:

- Countryside Agency
 - Natural England
 - Historic England and other natural and built heritage bodies
 - Forestry Commission
 - Lancashire County Council
 - Members of the public and Members of the Council
 - Staff in other Council Service Areas
 - Officers in neighbouring Council Authorities
 - Architects and Landscape Architects
 - Developers and Agents
 - Groundwork
 - BTCV
 - Other environmental organisations / contractors.
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Job Purpose:

The postholder will be responsible for assessing applications for tree preservation orders, assessing the health of trees and advising on and implementing improvement schemes.

The postholder will also assist with the work of the Conservation and Environmental section by the preparation and implementation of environmental designation / improvement schemes, strategies and policies, environmental enhancement, tree preservation, making Tree Preservation Orders, woodland planting and management within the Borough, monitoring / management of associated budgets, responding to planning application consultations from Development Management. Administering the Council's duties for High Hedges under the Anti-Social Behaviour Act 2003.

Control of Resources:

Budgets associated with environmental improvement.

Main duties and responsibilities:

1. To undertake the preparation, design and implementation of environmental improvement schemes and liaison with other Sections and bodies in that work.
2. In line with above, survey, analysis, design and costing of schemes, preparation of contract documentation for tender purposes, management and supervision of the project, paying interim and final invoices.
3. Application for grants to assist with the implementation of such schemes and monitoring and administration of project and grant monies to ensure conditions are met. Submitting grant claim forms for fund draw down.
4. To prepare new Tree Preservation Orders (TPO), monitor and update existing TPO's, and administration of applications for consent to undertake works on TPO trees and trees in Conservation Areas. Undertake site inspections for applications for work and make decisions for and issue consent or refusal certificates as appropriate. Investigate allegations of tree work offences contrary to TPO and Conservation Area legislation and pursue prosecution as necessary.
5. Management of capital and revenue budgets for implementation and maintenance of schemes undertaken. Submission of bids for Capital funds for project implementation. Identifying sources of grant to assist in project implementation and maintaining trails for grant funds.
6. Assist with survey, analysis and consultation leading to the designation of Conservation Areas.
7. Assisting in the preparation of the Local Plan including work on Appropriate Assessments.
8. To develop, promote and market policies which seek to maintain and improve our environment and countryside.
9. To prepare reports for committees of the Council on matters within the purview of the post and to attend such committees and other community / environmental meetings as necessary.
10. To advise both internally and externally on conservation, landscape, arboricultural and horticultural aspects in respect of planning applications. Liaison with applicants and / or other agents to that end.
11. To manage and administer the Council's duties in relation to High Hedges under the Anti-Social Behaviour Act 2003 including appearance at hearings and court as required.
12. To be aware of your responsibilities under equalities legislation together with the objectives and targets required in the Equality Action Plan and to ensure delivery of those objectives within the timescales specified.

Selection Criteria	Essential Or Desirable		Assessment Method
Qualifications			
1. A qualification giving eligibility for full membership of the RTPI; or leading to professional membership of the Arboricultural Association	Des.	Sc4/SO1	Application Certification
	Ess.	PO2/5	
Knowledge, skills, abilities and experience			
2. Relevant Experience in either arboricultural / landscape conservation or environmental enhancement work.	Essential		Application Interview
3. Good communication skills, including written and verbal in order to communicate effectively with public and produce reports.	Essential		Application Interview
4. Numeracy skills to enable effective management of budgets and complete bids for funding/grants	Essential		Application Interview
5. Understanding of equality and diversity issues relevant to this post	Essential		Application Interview
Special Requirements			
6. Sufficient eyesight in order to undertake visual inspection of trees.	Essential		Application Interview
7. Physically able to complete site inspections eg attend sites which may be on uneven ground, in areas with restricted access etc.	Essential		Application Interview

Date: October 2021

Please see following pages for career grade guidelines.

CAREER GRADE GUIDELINES: PRINCIPAL ENFORCEMENT OFFICER

Qualifications/Experience	Grade	Duties/Levels of Responsibilities
<p>BTEC Higher National Certificate in relevant subject and at least one year's relevant experience OR Significant experience in the arboricultural field and studying for Technician membership of the Arboricultural Association</p>	<p align="center">Scale 4</p>	<ul style="list-style-type: none"> • Provide advice internally on topics relevant to the role • Undertake site inspections • Assist with preparation design and implementation of environmental improvement schemes. • Assist in the preparation of a local plan • Preparation of Tree Preservation orders (TPO) • Assessing applications for works to protected trees • Assist with grant applications • Preparation of reports for the Council • Enforcement work relevant to the role • Managing relevant budgets
<p>BTEC Higher National Certificate in a relevant subject with 2 years subsequent experience OR Planning degree/diploma recognised by the RTPI as qualifying for membership of the Institute. OR Technical Membership of the RTPI OR Technician Membership of the Arboricultural Association with at least 1 years relevant experience.</p>	<p align="center">Scale 5</p>	<ul style="list-style-type: none"> • Provide advice internally and externally on topics relevant to the role • Undertake site inspections • Preparation design and implementation of environmental improvement schemes. • Assist in the preparation of a local plan • Preparation and monitoring of Tree Preservation orders (TPO) • Assessing applications for works to protected trees • Managing grant applications • Preparation of reports for the Council • Enforcement work relevant to the role • Managing relevant budgets
<p>Planning degree/diploma recognised by the RTPI as qualifying for membership of the Institute plus 2 years' experience in Arboricultural management. OR Technician Membership of the Arboricultural Association plus 2 years subsequent relevant experience</p>	<p align="center">Scale 6</p>	<ul style="list-style-type: none"> • Provide advice internally and externally on topics relevant to the role • Undertake site inspections • Preparation design and implementation of environmental improvement schemes. • Assist in the preparation of a local plan • Preparation and monitoring of Tree Preservation orders (TPO) • Assessing applications for works to protected trees • Managing grant applications • Preparation of reports for the Council • Enforcement work relevant to the role • Managing relevant budgets • To undertake the supervision of more junior staff as required.

<p>Chartered Town Planner undertaking duties of high responsibility OR Member of staff not fully qualified but having at least 10 years' experience in arboriculture management and undertaking duties of a high responsibility and senior nature OR Professional membership of Arboricultural Association</p>	<p>SO1</p>	<ul style="list-style-type: none"> • Provide advice internally and externally on topics relevant to the role • Undertake site inspections • Preparation design and implementation of environmental improvement schemes. • Assist in the preparation of a local plan • Preparation and monitoring of Tree Preservation orders (TPO) • Assessing applications for works to protected trees • Managing grant applications • Preparation of reports for the Council • Enforcement work relevant to the role • Managing relevant budgets • Attendance at Area and other Committees as a representative of the Planning Service • The giving of evidence as an expert witness on behalf of the Council • To undertake the supervision of more junior staff as required.
<p>Chartered Town Planner with at least 4 years' relevant experience OR Professional membership of Arboricultural Association with at least 4 years relevant experience</p>	<p>PO2-5</p>	<ul style="list-style-type: none"> • Provide advice internally and externally on topics relevant to the role • Undertake site inspections • Preparation design and implementation of environmental improvement schemes. • Assist in the preparation of a local plan • Preparation and monitoring of Tree Preservation orders (TPO) • Assessing applications for works to protected trees • Managing grant applications • Preparation of reports for the Council • Enforcement work relevant to the role • Managing relevant budgets • Attendance at Area and other Committees as a representative of the Planning Service • The giving of evidence as an expert witness on behalf of the Council • To undertake the supervision of more junior staff as required.
<p>NOTE: There is a bar at the top of each grade. Progression to each level is dependent on the availability of work commensurate with the grade at the higher level. Progression is also dependent on the employee's satisfactory performance at their existing level and having the potential to perform satisfactorily at the higher level.</p>		