






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	
Job title:	Arboricultural Officer
Service:	Environmental Services
Team:	Parks & Countryside
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Principal Arboricultural Officer
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
<p>Collaboration</p> 	We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others.
<p>Wellbeing</p> 	We look after our own and other's wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.
<p>Trusted</p> 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
<p>Value for Money</p> 	We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes.
<p>Professionalism</p> 	We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve.
PRINCIPAL PURPOSE OF THE ROLE	

- To provide professional advice on arboricultural and landscape design matters to with regards to planning applications and planning conditions
- Make decisions on tree work applications and those in Conservation Areas
- To recommend the making and reviewing of Tree Preservation Orders

MAIN DUTIES AND ACCOUNTABILITIES

- 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
- Advise on the acceptability and suitability of Landscape Designs and Schemes submitted in relation to Planning Applications as required
- Preparing recommendations for the making and reviewing of Tree Preservation Orders in accordance with legislation and best practice and to advise on the imposition of other forms of protection to environmentally valuable or threatened trees and woodlands
- Assist in the enforcement of planning control in regard to the protection of the boroughs treescape and implementation of landscaping schemes
- Provide advice to assist in the enforcement of Hedgerow Regulations
- Responsible for overseeing applications and notices for works to protected trees subject to Tree Preservation Orders or which lie within Conservation Areas, make recommendations accordingly
- 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
- 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
- Assist in producing guidance on tree and landscape matters and policies.
- 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

- Approximately 20 Tree Works applications per month
- Approximately 12 Conservation Area notifications per month
- Average of 1 -2 new Tree Preservation Orders per month
- Providing professional advice on matters relating to trees and landscape design in a planning context

- 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

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

- Responsible for ensuring accurate records of tree works applications and tree preservation orders are maintained in a database
- Providing advice and guidance to the Planning enforcement team in respect of planning breaches, high and rural hedge matters
- In relation to Tree Preservation Orders to make recommendations to the Principle Arboricultural 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

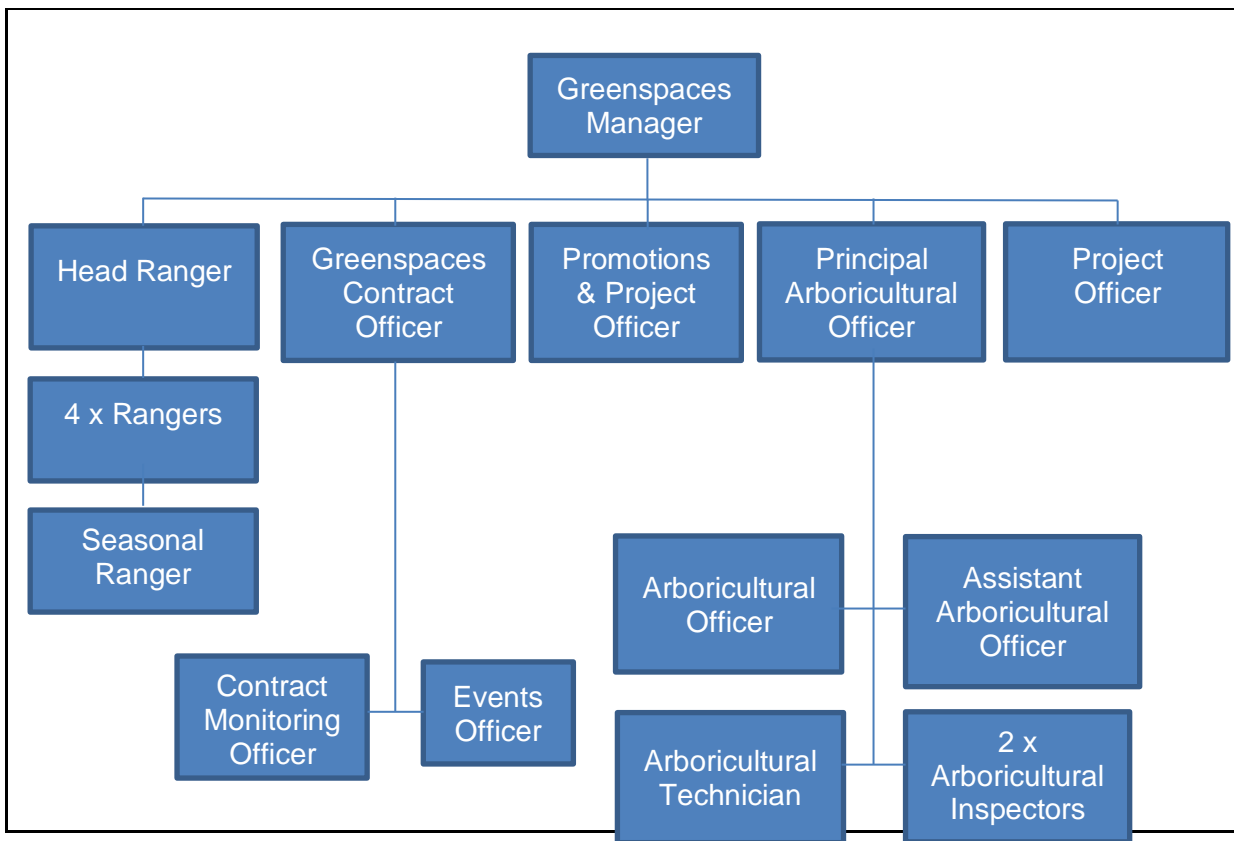
INTERNAL

- Officers from other departments at all levels. Elected council members and portfolio holders

EXTERNAL

- County Council, Town & Parish Councils, Sports Clubs and Organisations, Advisory Bodies & National Organisations, Members of the public, Contractors and Partner Agencies, Statutory Undertakers, Neighbouring Local Authorities, Planning Applicants and their agents or advisers

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
QUALIFICATION S/ EDUCATION / TRAINING / EXPERIENCE	A recognised arboricultural qualification to Level 4 or equivalent experience or working towards this level or above	A/C	Accreditation as a LANTRA Professional qualified Tree Inspector	A/C
	Experience in the provision of arboriculture advice to industry standard recommendations in a planning context	A/I	Membership of the Arboricultural Association	A
	Use of Microsoft Office; Excel, Word and PowerPoint	A/I		
KNOWLEDGE /TECHNICAL SKILLS	Up-to-date knowledge of current arboriculture techniques and procedures	A	Experience with GIS systems	A/I
	Sound knowledge of tree species (in all seasons)	A/I/E	Knowledge of landscape matters in the planning context	A/I
	Conversant with TPO, Conservation areas, amenity value assessments and all relevant legislation	A/I	Awareness of Safeguarding	A/I
COMMUNICATION	Good communication skills; verbal and written	A/I		
	Able to converse with all levels of officers, Councillors and other external bodies	A/I		
	Understanding of and commitment to	A/I		

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

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