

Epsom & Ewell Borough Council
Role Profile Template

Role Title:	Tree Officer
Job Family:	(G7)
Service:	Place Development
Location:	Town Hall
Reporting To:	Middle Manager / Senior Professional

Role Purpose: Why the role exists and its contribution	<p>The main purpose of the 2 year fixed term role relates to:</p> <ul style="list-style-type: none"> - Undertaking a review of Tree Preservation Orders made by the Council. To ensure that Tree Preservation Orders and other applications/notifications and agreements comply with the requirements of the Town and Country Planning Acts and associated legislation and the Development Plan policies. - Undertaking a review of Tree Replacement Notices, including implementation of a new process. To ensure that Tree Replacement Notices comply with the requirements of the Town and Country Planning Acts and associated legislation and the Development Plan policies <p>In addition:</p> <ul style="list-style-type: none"> - Develop and implement strategies and assist with project work, including corporate priorities such as: <ul style="list-style-type: none"> - Implementation of Tree Strategy Actions - Implementation of Ash Dieback Action Plan actions - Working with Conservators and Nonsuch Park Joint Management Committee in respect of the above - Help produce funding bids etc for priority tree works e.g. Ash dieback funding - Day to day management of the Council's Tree Contract. - Consideration of applications for e.g. tree planting on Council owned
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	<p>land</p> <ul style="list-style-type: none"> - Provide support to a technical and professional service to help ensure council statutory obligations are adhered to. - Assist with general Tree Officer duties as required
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Main Duties and accountabilities

Generic Duties	<ul style="list-style-type: none"> - Working with Conservators and Nonsuch Park Joint Management Committee. - To deal with face to face, telephone and written enquiries from members of the public, Elected Members, Planning and other professionals in respect of a variety of planning and tree-related matters. - Involvement with the preparation of planning/tree guidance and policy statements as necessary. - Preparation of reports relating to trees as necessary, including the investigation of breaches of planning control and any subsequent enforcement action when required. - To undertake such other duties as may be required within the team. - Availability to work flexibly including attendance at Planning Committee and other meetings as necessary.
Professional	<ul style="list-style-type: none"> - Have attained a professional qualification and membership and participate in learning that is required to perform the role effectively and in line with statutory requirements. - Use technical and professional knowledge to help ensure council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments - To provide general advice and support to the organisation in relation

	<p>to service specific requirements.</p> <ul style="list-style-type: none"> - To seek, build and maintain good relationships with senior managers, business partners, other Councils and all levels of staff. - Manage issues and processes to a conclusion effectively protecting the Council's interests.
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The key decision making areas in the role	
<ul style="list-style-type: none"> • Assessment of tree-related applications • Tree-related project work • Prioritising individual work • Preparation of reports • Determining responses to all customers 	
Customers and contacts	
All staff, Heads of Services, Elected Members, Government Departments and Agencies, Developers, Local Businesses, Residents and Residents Groups, Housing Associations, Community Groups.	

Dimensions of the role	
Financial	Non-financial

Person Specification

Qualifications and Training	Essential (E) Desirable (D)	Applic ation	Interview/ Assessment
Level 4 Qualification in Arboriculture or above	E	X	
Chartered Environmentalist status	D	X	
Evidence of continuous professional development.	E	X	
Knowledge and Experience			
Knowledge of the statutory regulatory framework relating to Planning and Trees	E	X	X
Experience of giving advice on tree applications and writing reports on trees.	E	X	X
Experience of visual tree assessment and specification of appropriate remedial tree work.	E	X	X
Experience of tree-management databases (e.g. Confirm Arboriculture Software).	E	X	X
Skills			
Ability to negotiate and influence in demanding environments	E		X
Ability to persuade and influence through highly effective presentation and report writing skills	E		X
Ability to deliver projects on time and within resources	E		X
Proven ability to gain trust and respect of all stakeholders	E		X
Computer literacy	E		X
Ability to promote a culture of excellent customer service	E		X
Excellent analytical and problem solving skills	E		X
Ability to build and maintain effective relationships with key partners and stakeholders	E		X
Ability to work in a busy environment with multiple priorities and tight deadlines	E		X
Additional Requirements			
No contra-indications in personal background or criminal record indicating unsuitability in this role	E	X	
Legally entitled to work in the UK.	E	X	
Flexibility to work variable hours including evenings	E	X	
Access to a computer at home that is connected to the internet.	D	X	

Ability to participate in the Council's out of hours Civil Emergency arrangements	E	X	
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