

Role Profile and Specification -

Service Area	
Role Title	Tree Officer
Location	Oxted/Agile
Reports to	Principal Tree Officer
Salary/Grade	Grade 3
Duration/Hours	37 hrs per week

Service Area Purpose

To provide technical advice in the tree team within the Planning Service.

Job Purpose

To support the functions of the tree team and wider DM work through the provision of technical advice and administration/processing of Tree Preservation Orders, applications, notifications, tree and soft landscape related planning advice, high hedges legislation and Hedgerow Regulations. To assist the Principal Tree Officer in building a high performing team which is responsive to the needs of its customers and maintains excellent levels of communication.

Specific Responsibilities

- Provide support to the Principal Tree Officer.
- To support the Principal Tree Officer in the administration of the Council's Tree Preservation Orders (TPO) and to prepare statutory documents relating to the making and service of new TPOs. In connection with this, when required, carry out site survey work to identify and map trees for the purpose of making TPOs and the service of new TPOs.
- To assist in keeping the Council's TPO records and register up to date and to assist in the management of the section's electronic document filing system.
- To assess, process and make decisions on applications/notifications for works to trees the subject of Tree Preservation Orders and tree works in Conservation Areas.
- Working with the Planning Enforcement team, to investigate, assemble, prepare and give evidence in Court in connection with unauthorised tree works.

- To give advice to planning officers on the potential impact of development on trees and on landscaping schemes submitted in connection with planning applications. To give written or oral evidence on planning appeals regarding tree matters (including at Public Inquiry or Hearings where required).
- To answer correspondence, e-mail and telephone enquiries from members of the public, arboricultural consultants, Parish Councillors, Officers and Councillors.
- When required, to inspect new planting to check it has been carried out in accordance with approved landscaping schemes.
- To assist in liaison with the Forestry Commission in relation to Felling Licence applications.
- To validate and assist with the processing of applications under the Hedgerow Regulations
- To validate, process and make decisions on High Hedge Complaints.
- Assisting with the embedding and ongoing development of the ways of working and the Council's Values and Behaviours.
- To prepare and present reports to the Council's Planning Committee when there are unresolved objections to the making of Tree Preservation Orders.
- Undertake such other duties as may be reasonably required, and which are consistent with the general level of responsibility of this post.

Person specification

Qualifications / Education

Essential	Desirable
• Good standard of general education required, including Maths and English and/or equivalent experience • Full UK driving licence • Level 4 or equivalent Qualification in Arboriculture, or equivalent experience in a similar role.	• Technical (or above) membership of the Arboricultural Association or other equivalent professional body.

Experience

Essential	Desirable
• Competence and proven relevant experience, with the ability to apply knowledge across the work area. • Experience of basic tree inspection, including in the context of development and tree hazard/risk. • Experience in provision of advice to officers, and Council members, and of preparation of reports. • Experience of assisting in the making and administering Tree Preservation Orders and associated applications. • Experience of tree inspection and visual tree assessment (VTA), including in the context of development and tree hazard/risk. • Experience making site visits.	• Working in a local authority Planning Department • Working in a matrix environment where cross team and corporate working are essential.

Key Skills and Knowledge

Essential	Desirable
• Knowledge of tree identification, biology/physiology, pests and diseases. • Knowledge of relevant British Standards (e.g BS5837, BS3998, BS8545). • Basic knowledge of criminal and civil law relating to trees. • Excellent communication skills. • Ability to build relationships with internal and external stakeholders. • Ability to work in a pressurised environment and meet tight deadlines. • Possess an ability to work with initiative and with an organised approach whilst working on a number of activities at any one time and to respond to changing pressures and priorities. • Able to produce clear well-structured reports. • Able to respond to letters emails and general correspondence. • Possess a good standard of Microsoft 365 . GIS and mapping systems. • Ability to work independently with a pragmatic and problems solving attitude. • Able to work within a team with a complex and diverse agenda, developing effective and supportive relationships with colleagues, being	• Basic knowledge of shrub and plant identification. • Experience of hard and soft landscaping schemes. • Basic knowledge of veteran tree identification and management. • Basic knowledge of woodland management. •

considerate and fostering a sense of team spirit. • Able to implement the Council's Equal Opportunities, Customer Care and other policies. • Understanding of the broad requirements of the data protection principles. • A commitment to equality and diversity.	
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