

JOB DESCRIPTION

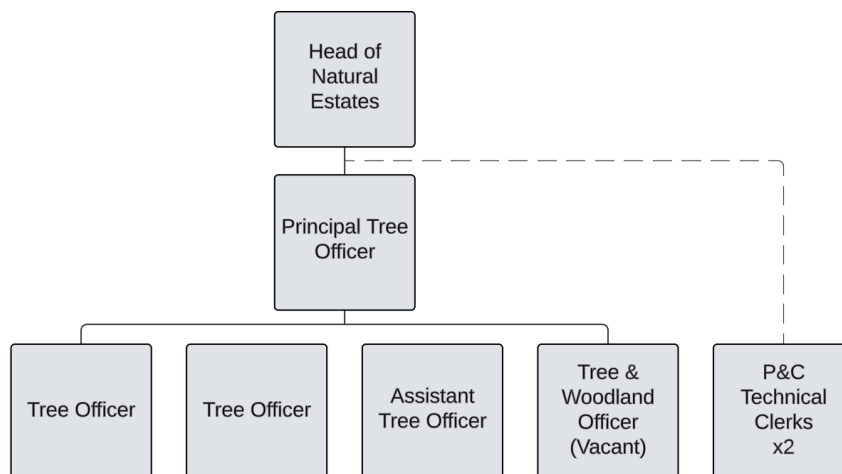
Job Title:	Principal Tree Officer		
Directorate:	Place	Salary:	£45,441 - £50,512 + LWA £689 & ECU £963
Section:	Parks & Countryside	Grade:	BG- E SCP 37 - 42
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

To manage, supervise and take overall management responsibility for the arboricultural team providing a professional technical service on all tree related matters within Bracknell Forest Borough Council.

To plan long term and to create and deliver the appropriate strategies and procedures to ensure the protection and enhancement of the trees within the borough and the Council's tree stock and to ensure compliance with agreed policy and relevant legislation.

Designation of post and position within departmental structure



The post reports to the Head of Natural Estates in the Parks and Countryside Service. The post line manages two Tree Officers, an Assistant Tree Officer and a Woodland Officer (currently held vacant).

The tree team are supported by two Technical Clerks.

The post works closely with two other management roles in Parks and Countryside, the Green Infrastructure Strategy Manager and Green Infrastructure Delivery Manager.

The three managers support each other with covering their various operational areas, and covering the work of the Head of Service, during periods of absence.

Daily and monthly responsibilities

- To advise the planning team, Councillors and Committees within the authority on the impact of development proposals on existing landscaping and tree matters. To advise on the need for the relevant conditions to be attached to planning consents to safeguard existing vegetation and trees and promote new planting on developmental sites.
- To lead on the creation of the relevant plans, policies and strategies that affect trees.
- To manage the TPO process including to represent the authority at court proceedings, planning appeals, public enquiries, inter department and organisational meetings as an expert on tree and landscape issues both within and outside of the normal working office hours.
- To lead and manage the tree team in an efficient and effective manner and in accordance with good practice and to monitor performance.
- To manage the Council's trees to the highest standards within the resources available taking into account safety, quality of life and tree protection issues.
- To draw up works schedules, arrange, supervise and monitor contractors.
- To ensure that robust health and safety procedures are in place and regularly reviewed and updated to protect employees and members of the public.
- To advise on and implement IT systems for management of the Borough's tree stock.
- To seek adequate funding for the effective management of trees and tree services by application to outside funding sources as well as through the Councils internal budget processes.
- To ensure high standards of customer service, encourage community involvement and establish procedures for public consultation.
- To establish and maintain systems for monitoring performance, to achieve quality standards and best value and take a lead role to champion continuous development and improvements within the service.
- To undertake such other duties as may be required from time to time compatible with the nature of the post.

Scope of role

- The line management of the team.
- To assess the visual contribution to the environment made by trees in the Borough and having given regard to their condition and location, tree preservation orders and

other factors, assess their value and contribution to the environment, securing their protection and retention in the public interest.

- Management of income and expenditure budgets relating to trees and professional services provided. The budget includes approximately £140,000 of tree works per annum, with re-charges to other council departments and schools.
- Creation of policy and strategy relating to trees, including connecting policy and strategy to the work processes of the team.
- Manage the input of expert witness and consultancy services to deliver council obligations with regard to trees, for instance around subsidence litigation.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Degree or equivalent in a arboriculture or forestry subject.</p> <p>Experience working in a relevant field.</p>	<p>Experience of working as an Arboriculture Association Approved Consultant.</p> <p>Recognised management qualification, CMS / DMS.</p> <p>Evidence of management training.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Good knowledge and understanding of Planning Consultation processes and LDF, Town and Country Planning Act, BS5837 Trees in Relation to Construction.</p> <p>Creates a positive and professional image of the service through discussion and personal example.</p> <p>Knowledge and experience of health and safety legislation. ICT literate.</p>	<p>Successful track record in managing and motivating staff.</p> <p>Experience of external fund raising and supervising grant aided projects.</p>
Work-related Personal Requirements	<p>Good customer and community care skills.</p> <p>Ability to use own initiative and undertake effective decision making.</p> <p>Excellent problem solving and negotiation skills.</p> <p>Ability to meet deadlines, prioritise and organise tasks appropriately.</p> <p>Self motivated and able to display creativity, innovation, energy and enthusiasm.</p> <p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p>	<p>Ability to reconcile the needs of the section with the wider needs of the Council.</p> <p>A commitment to continuous personal development.</p>
Other Work Requirements	<p>Ability to work flexible hours.</p> <p>Ability to travel within and outside the Borough, including ability to</p>	

traverse uneven terrain in the course of inspection of trees and woodland.

The ability to converse easily with members of the public and respond effectively to questions in spoken English

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

