

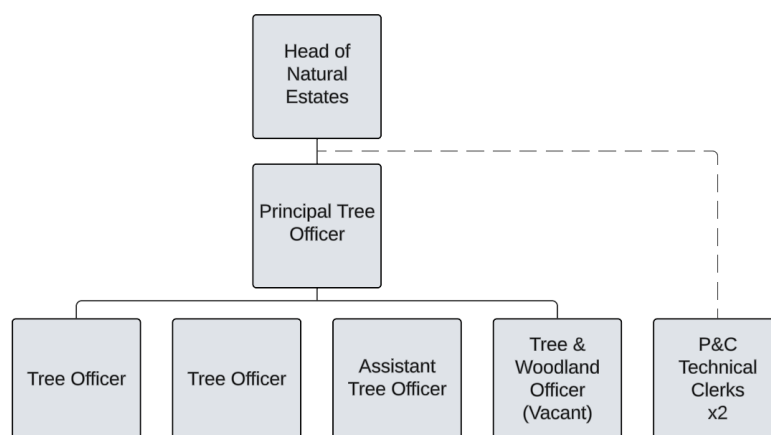
## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Tree Officer		
<b>Directorate:</b>	Place, Planning & Regeneration	<b>Salary:</b>	£29,093 - £34,314 plus London Weighting £706 + ECU £963
<b>Section:</b>	Parks & Countryside	<b>Grade:</b>	BG-H SCP 15-24
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible

### Key Objectives of the role

- To implement the Tree Strategy for the benefit of people, business and nature, by managing trees and woodland to the benefit of the local community, the environment and landscape.
- To assist in the delivery and implementation of the Cyclical Tree Inspection Programme.
- To assess the visual amenity contribution made by trees to the landscape in the Borough and make recommendations for their protection.

### Designation of post and position within departmental structure



The post reports to the Principal Tree Officer and works in a team alongside two Tree Officer's and the tree team are support by two Technical Clerks.

## Daily and monthly responsibilities

- To implement and monitor the Cyclical Tree Inspection Programme utilising and updating relevant electronic records/databases.
- To undertake surveys and inspections of trees to assess their condition, hazard potential and sustainability prior to recommending any appropriate tree management in line with good silvicultural practice, BS3998 'Tree work – Recommendations', industry standards and Council policies.
- To produce clear and concise reports, management plans and schedules of maintenance work.
- To create effective and professional working relationships with contractors, ensuring they comply with health & safety and other appropriate statutory and regulatory requirements.
- To ensure value for money when selecting service providers, in terms of both competitive cost and quality.
- To undertake day to day supervision of arboricultural works ensuring operational standards, adherence to specification, work quality and to address potential non-compliance issues.
- To provide arboricultural advice to other Council client services in relation to service requests & projects and to the Development Management service on less complex development applications.
- To assess and prepare Tree Preservation Orders for the Planning Authority.
- To process applications to carry-out work to protected trees and provide arboricultural advice on behalf of the Planning Authority and respond to any subsequent appeals.
- To consult with the public, service users, private and voluntary organisations as required, identifying service improvements and producing correspondence and reports in response to enquiries and service requests from the public in accordance with the Council's adopted procedures.
- To assist in monitoring service performance and assist in the production of associated reports.

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

## Level 4 Arboriculturist Apprenticeship

This post requires the successful applicant to complete a Level 4 Apprenticeship in Arboriculture (subject to entry criteria being met), unless they already hold that qualification. Under the Bracknell Forest apprenticeship scheme, you will have the opportunity to study for your Level 4 Arboriculturist Apprenticeship which requires you to undertake a minimum of 6 hours off the job

training/learning during your normal working week. The Level 4 Arboriculturist Apprenticeship is delivered by Myerscough College through workplace delivery, online lectures and tutorial support. It is intended that the successful applicant will start the apprenticeship in September 2025, which is the next available entry point to the course.

The course is expected to take 21 months to complete and passes (Level C/4 and above) in Maths and English are essential for enrolling onto the course.

Please set out clearly in your application how you meet this criteria.

### Scope of role

- Supervision of arboricultural contractors.
- Procurement of tree pruning and removal operations, but with budgets held by others.
- Liaison with the community to provide advice and information around trees, explaining the reasons for decisions taken around council tree management.

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

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>QCF Level 3 or higher Arboriculture or Forestry qualification, such as:</p> <ul style="list-style-type: none"> <li>National Certificate - NC (Arb)</li> <li>National Diploma - ND (Arb)</li> </ul> <p>Good knowledge and understanding of the practical elements of tree surgery</p> <p>GCSE Mathematics &amp; English, Grade C/4 or above or equivalent.</p>	<p>QCF Level 4 Arboriculture qualification or higher, such as:</p> <ul style="list-style-type: none"> <li>AA Tech Cert</li> <li>Higher National Certificate (HNC)</li> <li>Higher National Diploma (HND)</li> <li>Foundation degree (FDSc)</li> </ul> <p>LANTRA Professional Tree Surveying qualification.</p> <p>Experience as a tree surgeon.</p> <p>First Aid at Work Certification.</p> <p>Relevant NPTC Certifications.</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Ability in inspecting; making recommendations; assessing required tree-work and drafting specifications.</p> <p>Possess a competent working knowledge of arboricultural and silvicultural operations.</p> <p>Competent in the use of IT including Microsoft Word, Excel &amp; Outlook and able to work with new electronic technologies.</p> <p>Ability to communicate effectively with the public in face to face meetings or over the telephone, including responding to customer enquiries in writing by letter or email.</p> <p>Ability to work with the public, including external agencies and/or other organisations.</p>	<p>Experience of working within a Local Authority context.</p> <p>Experience of recording tree data using dedicated tree management software.</p> <p>Experience of assessing and determining applications to complete works to protected trees (TPOs)</p> <p>Experience of utilising BS 5837 to guide trees in relation to development.</p> <p>Experience in contract supervision experience.</p>
<b>Work-related Personal Requirements</b>	<p>The ability to be politely assertive if required to convey important information to the public and tree work contractors.</p> <p>Excellent communication and organisation skills.</p> <p>Able to work under own initiative and as part of a team.</p>	

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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.

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**Other Work Requirements**

Physical capability to operate in outdoor environments, in all weather conditions.

Ability to travel with equipment across soft and uneven ground to reach and inspect trees in remote woodland settings.

Self-motivated with the ability to work with a minimum of supervision.

Flexible approach to working environment and hours.

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

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**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.

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



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2024  
Proudly supporting those who serve.

