



ROLE PROFILE FOR ABORICULTURAL OFFICER

Role Title: Arboricultural Officer

Service: Built, Environment & Regulation

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Development Manager

Role Purpose

You will carry out work relating to the Council's statutory planning and arboriculture functions.

Main Duties and Accountabilities

Knowledge and Expertise

- On a daily basis deal with applications for works to trees covered by tree preservation orders, situated within conservation areas, or subject to condition(s) imposed by planning permissions/legal agreements.
- To undertake site visits and attend meetings, as the needs arises.
- On a regular basis to provide professional arboriculture advice, both written and oral, in connection with planning applications, conditions applications, and pre-application enquiries.



- On a daily basis to deal with tree related correspondence. To assist other services within the Council on tree related matters.
- To prepare reports and attend the Planning Applications Committee concerning requests for the issue of tree preservation orders.
- As required, to deal with alleged breaches of planning control relating to trees/landscaping. To include, interviews under caution, and, the preparation of evidence files for submission to the Corporate Enforcement Manager and/or Head of Legal for consideration of prosecution. This may include undertaking site visits outside of normal working hours on occasions.
- To appear on behalf of the Local Planning Authority as an expert witness at planning inquiries and/or court hearings.
- To be able to process High Hedges applications.

Creativity and Innovation

- To be able to negotiate and resolve issues with applicants, tree consultants, and interested parties.

Financial Accountability

- None required. However, you will understand the importance of delivering a service on time and the Planning Guarantee.

Impact upon the Organisation & the Community

- Will have impacts on various internal services which will be required to make inputs into the planning process, including legal services, IT services, communications team, environmental services and others.
- Be able to work with local councillors, residents and tree consultants.

Management & Supervisory Responsibilities



- None required, but be able to support and train planning officers and the technical support team, and be able to mentor interns and/or trainees, if needed.

Initiative & Independent Action

- An ability and confidence to make day to day decisions but not be afraid to ask for help and to fully engage in manager 1-2-1s and team workshops.

General

- To undertake other duties as considered appropriate by the Development Manager and Head of Planning to reflect service needs.

Continuous Professional Development

- To undertake external and internal courses for personal development
- To contribute to Team Meetings

Customers and Contacts

Important Internal Relationships

- Team Leaders, Development Manager and Head of Planning
- Planning officers
- Corporate Management Team and Wider Management Team
- Technical Services Team
- Greenspaces Team
- Planning Policy and Conservation Team
- Corporate Enforcement
- Design and Heritage Consultant
- Drainage Engineer
- Legal
- Environmental Health
- ICT and Comms Teams
- Democratic Services



- Building Control
- Local Councillors

Important External Relationships

- Tree surgeons and consultants
- Developers, agents and applicants
- Surrey County Council
- Environment Agency
- Natural England
- Surrey Wildlife Trust
- Parish councils and amenity groups
- Borough's residents

Additional Requirements

- To continuously suggest/improve and/or update processes and procedures by digitalisation and streamlining with a view to maximising effectiveness, efficiency and to enable data sharing.
- To work collaboratively with colleagues in accordance with our corporate values and policies to achieve the Council aims and objectives.
- Ability to work from home if required, with access to reliable fast broadband connectivity.
- No contra-indications in personal background or criminal record indicating unsuitability in this role.
- Legally entitled to work in the UK.
- Ability to participate in the Council's out of hours Civil Emergency arrangements.
- Carries out any other duties commensurate with the grade of this post as is required of the Council.



Arboricultural Officer - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Recognised Arboriculture qualification at a minimum of Level 4 diploma or above.	Essential	Application
A LANTRA or ISA Tree Risk Assessment qualification	Desirable	Application

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
A minimum of 2 years tree/landscaping experience within a Local Planning Authority, or similar environment.	Essential	Application, Interview.
Knowledge of tree and planning legislation, national planning policies and planning reforms	Essential	Application, Interview.
Experience acting as expert witness with court proceedings & appeal hearings.	Desirable	Application. Interview.
Understanding of the planning application process and planning enforcement	Essential	Application. Interview.
Experience at identification of plants, pests, diseases, disorders and their implications and treatment.	Desirable	Application. Interview.



Experience and understanding of the issues relating to vegetation related subsidence insurance claims.	Desirable	Application. Interview.
Experience and understanding of the issues relating to High Hedges.	Desirable	Application. Interview.
A working knowledge of using Geographic Information Systems, Microsoft Office and Uniform	Desirable	Application.

Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to develop effective working relationships with councillors and deal with their enquiries.	Essential	Application, Interview.
An ability to network effectively with key staff internally and with key organisations	Essential	Application, Interview.
Good customer service skills	Essential	Application, Interview.
Ability to work with tree professionals	Essential	Application. Interview

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to negotiate and deliver solutions to tree problems	Essential	Application, Interview.



Flexible approach to work organisation	Essential	Application, Interview.
Ability to craft reports which skilfully and concisely identify key determining issues and demonstrate the application of sound judgements, dealing with matters of principle and detail	Essential	Application, Interview.
Able to project manage handling of large applications to identify other service/ organisational input required in a timely and effective manner	Essential	Application, Interview.

Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
None but to have an understanding of delivering a service on time and the Planning Guarantee	Desirable	Interview.

Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Willingness to contribute to service and organisational improvements and initiatives.	Desirable	Application. Interview.
To demonstrate high levels of customer service, to be available and approachable	Essential	Application, Interview.



for the public and councillors, and to be solution driven.		
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Management and Supervisory Responsibilities

Criteria	Essential or Desirable	Application, Interview or Assessment
None but to assist members of the team, if needed.	Desirable	Interview.
To mentor and oversee interns and/or apprentices.	Desirable	Interview.

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to take day to day decisions. Able to judge when more complex or highly politicised issues need to be discussed with managers.	Essential	Application, Interview.
Able to manage the day to day interactions with other individual services and organisations	Essential	Application, Interview.

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment



To demonstrate continual professional development	Essential	Application, Interview.
Full valid driving licence	Essential	Application

Safer Recruitment & DBS Requirements

- Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.
- No Check Required

