



SURREY HEATH BOROUGH COUNCIL

# Candidate Information Pack

## ARBORICULTURAL OFFICER



**January 2026**

Surrey Heath Borough Council  
Knoll Road, Camberley GU15 3HD  
[human.resources@surreyheath.gov.uk](mailto:human.resources@surreyheath.gov.uk)



## A Message from the Head of Built Environment and Regulation

Thank you for your interest in this role for the Council. This is a fantastic opportunity for an exceptional individual with the drive and talent to be a key part of a busy Development Management team, by helping the service fulfil and exceed performance targets and to be involved in exciting planning projects within Surrey Heath Borough Council.

I wanted to let you know that alongside our clear ambition, we are also a friendly and collaborative organisation where our staff feel really proud of the work that they do and the difference they make every day to the lives of our communities. This makes Surrey Heath a very special place to work.

I hope in the pages below we are able to give you a flavour of what Surrey Heath has to offer. If this excites your interest, I'd be delighted to receive your application.

Best wishes,

*K. Bartlett*

Keiran Bartlett  
Head of Built, Environment and Regulation  
Surrey Heath Borough Council





## The Role

You will process tree works applications for trees covered by tree preservation orders, situated within conservation areas, or subject to condition(s) imposed by planning permissions/legal agreements. Additionally, you will support the planning service by providing tree and landscape advice on planning applications, conditions applications and pre-application enquiries, and when necessary, appeals. When required you will attend the Planning Applications Committee concerning requests for the issuing of tree preservation orders or supporting officers on tree matters relating to a planning application. You will deal with general tree related correspondence. You will process High Hedges cases and assist the Council with enforcement of breaches including interviewing under caution, supporting officers on appeal and be an expert witness, serving prosecutions and attending court.

The successful candidate will:

- Demonstrate the necessary experience and professional qualifications to deal with tree preservation orders, tree work applications, High Hedges and Conservation Area Notices of Intent.
- Be able to negotiate improvements to applications and attach appropriate conditions, balance the risk of significant harm arising from potential impacts upon protected trees, the amenity value of trees, and secure appropriate mitigation measures to maintain the landscape profile and character of the Borough.
- Assist in the analysis of submitted planning applications and supporting information, to determine the impact and inform the planning decision making process and provide advice and guidance to planning officers.
- Demonstrate excellent communication and customer service skills
- Be a highly motivated person, possessing ambition and drive
- Demonstrate excellent time management skills
- Be personable, be willing to learn, demonstrate a flexible attitude, be supportive of others and be a team player
- Be able to handle pressure and competing interests







## How to apply

### Applications

Applications are to be completed online and submitted no later than **Sunday 25<sup>th</sup> January 2026**. CV's can be submitted via the online portal but cannot be accepted without a completed application.

## Salary

The salary grades for the post is SH5 - incremental points are:

Scale Point	Salary (£)
5.19	34,211
5.20	35,638
5.21	37,043
5.22	38,467
5.23	39,111



All incremental progression within the grades is related to the performance of the post holder in accordance with the Council's Performance Management Scheme. In addition, you will receive a £2,000 golden hello and £2,000 per annum essential car allowance plus mileage. (under review)

## Annual leave

The post carries an annual leave entitlement of 24 days. After 5 years' continuous Local Government service, you will be entitled to an additional 5 days' annual leave.



## Pension

All Surrey Heath employees who under the age of 75 and have a contract of employment for at least 3 months will automatically become a member of the Local Government Pension Scheme (LGPS) on their first day of employment, unless they opt out of the scheme upon joining the Council. You will be required to pay the relevant contributions to Surrey County Council LGPS. Further information on LGPS can be found on Surrey County Council Pension website <https://www.surreypensionfund.org/>





# Organisation Chart

Surrey Heath Borough Council  
Organisational Structure Chart  
2025

