

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Deputy Chief Executive's Department
Division:	Environment - Operations
Post No & Job Title:	T190 Tree Officer
Grade:	Grade 8
Responsible to:	T242 – Grounds Maintenance & Arboricultural Manager
Responsible for:	
Main purpose of the job	To manage and maintain the Boroughs tree stock. Provide the first point of contact for all tree matters this includes Tree Preservation Orders and Conservation Area Trees.

Main Duties and Responsibilities:

Management of people (Communication), Resources and ICT.

1. In conjunction with the Grounds Maintenance & Arboricultural Manager, plan, organise and control the day-to-day activities of the Council's tree team.
2. Supervise the work of external tree contractors, undertaking tree works.
3. Supervise the full range of arboricultural work ensuring compliance with UK specifications and standards.
4. Effectively communicate requirements, standards and objectives to Council employees, agency workers, temporary staff and contractors.
5. Provide cover for the Grounds Maintenance and Arboricultural Manager in his absence, including grave bookings and preparation.
6. Ensure that so far as practicable work is carried out to the required instructions, timescales and standards and that relevant documents are produced, checked and verified.
7. Assist in the introduction of new employees and implement Council policy in respect of employment, training, discipline and health and safety.
8. Manage a changing and fluctuating workload of responsibilities and deadlines, whilst incorporating a reactive and responsive service to external and internal enquiries that require prioritisation.
9. Ensure provision of out of hours and emergency response procedures, including attendance at incidents as necessary.

10. Investigate all enquiries and complaints relating to trees in the Borough. Prepare and issue orders for tree works for external contractors and monitor their progress to completion.
11. Process statutory protected tree applications in accordance with the Town and Country Planning Acts, TPO Regulations and BS3998/2010 guidance, producing detailed reports with recommendations for formal decisions.
12. Provide advice and recommendations with regards to potential prosecutions for any unauthorised tree works and high hedge complaints.
13. Monitor and enforce good tree care on development sites in accordance with planning permissions, other statutory controls and BS5837/2012 and BS3998/2010 (Code of Practise for Tree Works) guidance. This includes highlighting good practice and relevant protocols for construction with developers to ensure trees are protected.
14. Survey trees for the productions of new TPOs in accordance with Central Government guidance and Council policy, liaising with applicants, owners and other interested parties and dealing with any objections that may arise through further investigation and formal reports to Committee.
15. Carry out site surveys to update/verify protected tree data on GIS (Geographic Information Systems) and specialised databases.
16. Process appeals against rejected requests to undertake work on trees protected by TPO's.
17. Carry out site inspections and meetings, liaising with interested parties as necessary and prepare reports for all of the above.
18. Provide general advice to the public on legal, planning and good management practise relating to trees.
19. Contribute to administration and record-keeping (using database, GIS and paper systems) in conjunction with other technical staff.
20. Attend Parish and Council meetings when required.
21. Provided an input into the Greenwood Community Forest Project in conjunction with the Parks and Environment Management, on behalf of the Council.
22. Liaise with a wide range of stakeholders with respect to tree related issues this includes: MP's, Local Authority Officers, Councillors, Utilities companies, Electric, Water, Gas, any major infrastructure providers (Nett), Highways Agencies and the residents.

Budgetary control and finances

23. In conjunction with the Grounds Maintenance & Arboricultural Manager, ensure compliance with standing orders, financial regulations and statutory obligations. Order, verify and code materials, vehicles and plant required to meet work requirements. This includes the provision of a work programme for external contractors.

Human Resources and Corporate Management

24. Liaise regularly as required with, stakeholders on tree and hedge related issues, as well as cross boundary and street trees not under Council responsibility.
25. Assist in maintaining all work records required within the section, particularly in relation to employee holiday, sickness and accidents.
26. Maintain an awareness of new legislation.
27. Undertake any other relevant duties as may be required by the line manager or Head of Service.

CAR USER

A car user status has been attached to this post.

SPECIAL CONDITIONS

Duties will include work outside normal office hours.

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paper work is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of T190 Tree Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

