

Hyndburn Borough Council

Job Description

Job Title:	Arboriculture & Conservation Officer
Post No.:	LS004
Service:	Environmental Services
Agreement:	NJC For Local Government Services
Range:	Scale 8 SCP 27-29
Other:	Essential Car User Allowance Safety Critical role

Organisational Relationships:

Reports to:	Green Spaces Officer/Planning Manager
Supervises:	Allocated staff (including on site personnel) and sub-contractors
Coordinates with:	Parks, Cemetery & Planning Services staff and other employees within the Authority. Also, Police, Parks 'friends of' groups, elected members, users of parks and open spaces and relevant external organisations.
Customer Focus:	As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- To provide arboricultural advice in relation to Planning Applications and other development proposals in the Borough
- To determine applications made to undertake work on trees covered by Tree Preservation Orders and trees within a Conservation Area, to prepare and maintain new and existing TPO's, to investigate complaints of unauthorised works to protected trees and administer High Hedges applications
- To coordinate all planned and reactive maintenance regimes for council owned trees
- To undertake necessary programmed and ad hoc inspections of council owned trees under the direction of the Green Spaces Officer, record the survey findings on a data base ensuring the tree location and condition is identified
- To provide technical support to parks staff and members of the public in matters relating to arboriculture.

Main Duties & Responsibilities:

- 1) To provide arboricultural advice in relation to Planning Applications and other development proposals in the Borough, including the assessment of planning applications in respect of their tree related plans and to comment on planning applications in response to their impact on trees
- 2) To determine applications made to undertake work on trees covered by Tree Preservation Orders and trees within a Conservation Area.
- 3) To investigate complaints of unauthorised works to protected trees and to administer High Hedges applications
- 4) To make and update Tree Preservation Orders as appropriate, administer statutory applications and Conservation Area notifications in consultation with elected members, appeals and enforcement
- 5) To undertake necessary programmed and ad hoc inspections of council owned trees under the direction of the Green Spaces Officer, record the survey findings on a data base ensuring the tree location and condition is identified
- 6) To coordinate all planned and reactive maintenance regimes for council owned trees, including on occasion the supervision of operational staff, sub-contractors or maintenance workers, checking that all work is completed to the required standards
- 7) To instruct and assist the parks operational staff to undertake tree work in the most efficient and cost-effective manner, including the production of a winter work programme each year for the arboriculture team to work to.
- 8) To inspect trees on non-council property as required and to prepare reports and issue survey findings as necessary
- 9) To ensure all arboricultural operations are carried out in accordance with current health and safety legislation and codes of practice and that staff have all necessary up to date certificates of competence
- 10) To provide technical support to council staff and members of the public in matters relating to arboriculture.
- 11) Deal with enquiries from members of the public and specific user groups regarding tree issues for parks and open spaces, ensuring that all their enquiries are dealt with properly and effectively in line with the councils corporate complaints procedure
- 12) To closely monitor expenditure levels against targets and to implement appropriate action necessary to ensure financial targets are met
- 13) To prepare tenders, work specifications and provide quotes for a wide range of arboricultural work
- 14) Liaise with user groups such as park 'friends of' groups regarding tree issues, and provide appropriate advice and support to those groups
- 15) To assist in the preparation of parks management plans
- 16) To implement a range of planting schemes and promotional initiatives relating to trees throughout the borough
- 17) To be aware of potential funding opportunities relating to tree initiatives and, under the direction of the Green Spaces Officer, apply for funding where appropriate

- 18) To work with the Green Spaces Officer in the creation and establishment of resilient parks and green spaces, with regards to climatic pressures on trees and how this may impact current and future tree stocks
- 19) To undertake public consultation in connection with tree related issues and individual projects as necessary
- 20) To assist Parks management staff in meeting all necessary team objectives, including assisting in the preparation of business and training plans.
- 21) To liaise with colleagues to adopt a flexible approach to ensure that customer needs are being addressed and best value achieved.
- 22) To correctly complete overtime claims, leave applications, daily logs and any other administrative activities assigned.
- 23) To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
- 24) To undertake duties as required by line manager or the Head of Service.

In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

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• The ability to undertake tree identification surveys and record the results	✓		A/I/T
Additional Requirements:			
• Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence).	✓		R
• A commitment to customer care and equal opportunities and an understanding of how to put these into practice.	✓		A/I
• Commitment to the principles of local democracy.	✓		A/I
Other:			
• Be physically capable of undertaking necessary duties	✓		A/I
• Current Driving Licence	✓		A/I
• Attendance at evening meetings or to work outside normal office hours when required	✓		A/I
• A willingness to undertake training as necessary	✓		A/I

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