

JOB DESCRIPTION

Arboriculture Officer

Service area:	Development Services
Reports to:	Head of Development Services/Delegated responsibility to Principal Planning Officer
Responsible for:	N/A
Location:	Leek / Buxton / Agile Working
Work flexibly between ALL sites:	Yes
Grade:	AG6
Salary range:	£35,235 to £38,626
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

- To participate in the delivery of a comprehensive and professional arboriculture service across the Alliance in line with the Council's Choice Values to ensure an efficient, effective and positive service delivery for customers.
- To work across the Alliance to ensure organisational and public service outcomes are maximised.

JOB DUTIES

- To take a lead role in the management of the Alliance's own estate tree assets.
- To take a lead in the development of tree strategies and policies.
- To manage, administer and advise on statutory duties in relation to protected trees.
- To provide professional advice on tree and conservation matters to internal and external customers.

- To provide professional advice relating to development control pre-applications, 106's, appeals, enforcement matters, public enquiries and land scape matters.
- To be responsible for the management of the Council's arboricultural contract and any arboricultural work undertaken by the Council on behalf of other agencies, including managing the County Council agency tree work.
- To provide advice in relation to high hedges legislation, manage the assessment and process the formal complaints procedure including enforcement action.
- To provide appropriate support and advice in relation to arboricultural issues including tree planting and management to partner organisations and community groups in line with Alliance tree policies.
- Prepare timely and accurate reports in line with Alliance tree policies.
- To undertake tree inspections and tree hazard assessments.
- Carry out other such duties associated with the service area, which the Head of Service/Principal Officer may from to time require, to maintain the efficient and effective running of the service.

CORPORATE RESPONSIBILITIES

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Agile working but with travel and attendance external events/meetings.
Resources Staff/Finance	Oversight of Arboriculture Budgets
Physical	Working to planned priorities
DBS	No