

JOB SUMMARY

Post Title	Planning Arboricultural Officer						
Job Family	Service Delivery	Pay Range	8	Line Manager to others?	No	Role profile ref	SD08
Service Area	Planning Services						
Line Manager	James Brewer						
Location	Seaclose Offices, Newport						

Job Purpose To assist in all tree matters in relation to the Planning process.			
Job Context (key outputs of the role to provide some specific examples of role profile accountabilities) <ol style="list-style-type: none"> 1. To determine requests for work to trees and woods protected by Tree Preservation Orders, or in Conservation Areas, or protected by planning conditions, and the appeal process as it relates to TPO's. 2. To comment on pre-applications and planning applications that affect, or have the potential to affect, trees. 3. To assess requests for new TPOs, assist with making new orders where appropriate and assist with or undertake TPO reviews. 4. To respond to reports of unauthorised works to protected trees and assist with investigations and any subsequent enforcement action when appropriate. 5. To assist in High Hedge complaints made under the Anti-social Behaviour Act, serve remedial notices as appropriate and investigate and make recommendations to the council's legal services on breaches of remedial notices. 6. To assist in the process of village green applications, including assessment of evidence and preparation of reports for the determination of village green applications. 7. To assist to other service-related activities and associated disciplines/workstreams as may be required by the Planning Leadership team. 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Interest in and, as a minimum, a basic understanding of arboricultural science and good understanding of practical tree management.	<ul style="list-style-type: none"> Detailed knowledge of the practical application of processes/procedures relevant to arboriculture. 	X	
Practical understanding of the Planning system, its processes and required skills. Basic technical / practical knowledge or skills.	<ul style="list-style-type: none"> Ability to appreciate and interpret working drawings. Basic understanding of when consent is required 		X
Experience in and/ or working knowledge of a Local Authority, private practice or similar area.	<ul style="list-style-type: none"> Previously worked in a local authority or private practice undertaking tasks associated with arboricultural management. 	X	

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	<ul style="list-style-type: none"> Ability to demonstrate experience of undertaking tree inspections and surveys. 		
Working knowledge of planning law and legislative requirements, including permitted development rights. Willingness to learn and continue professional development.			X
Experience of dealing with the public, including through oral and written means		X	
Able to write concise reports / letters, good record keeping		X	
Good negotiating skills and ability to deal with stakeholders		X	
Research, investigation and analysis skills.			X
Good communication, interpersonal and presentation skills, positive thinker and enthusiastic. Able to work as part of a team.		X	
Good ICT skills including use of Microsoft applications and specialist systems.		X	
Good planning and organisational skills, with ability to prioritise. Able to work to deadlines.		X	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to GCSE standard (5 GCSEs – 9 to 4 / A to C grade) or equivalent or able to demonstrate equivalent experience – including English and Maths.		X	
Relevant arboricultural degree (or equivalent level) or degree in allied discipline or related experience.			X
Holder of a full UK driving licence (and access to a car for work purposes)		X	
Other Requirements			
N/A			