| Role Structure | Role Details |
| --- | --- |
| Directorate: | Economy & Environment |
| Grade: | HC6 |
| Location: | Plough Lane/ Thorn |
| Responsible to: | Parks and Leisure Centre Commissioning Manager |

# Job Description

# Job Role: Graduate Tree Officer

# Environment and Highways

## Main purpose of the role

Located at the heart of the Marches, the historic border countryside where England meets Wales, Herefordshire is one of the most rural counties in England. Beautiful, unspoilt countryside, two Areas of Outstanding Natural Beauty, historic parklands, the cathedral city of Hereford and attractive market towns, provide an excellent quality of life.

Trees form an integral part of the Herefordshire landscape, with a total percentage of tree canopy covering nearly 20% of the county and well above the national average and over 4870 trees or woodlands protected with a Tree Preservation Order our treescape is a valued landscape feature within this rural county.

This is an exciting time to join our growing Highways team supporting the Council’s response to Ash Dieback. As a Graduate Tree Officer and to be part of a wider Economy and Environment Service that comprises specialisms including Highways, Ecology, Landscape Architecture, Archaeology and Building Conservation. As a Graduate Tree Officer you will be well supported by a Park and Leisure Centre Commissioning Manager to develop your skills.

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * To undertake assessments using TEMPO in the creation of Tree Preservation Orders and to assist the Tree Officer in the preparation of all reports and documents to support this process. | * Daily |
| * To undertake onsite tree inspections and survey work. | * Daily |
| * To support the Tree Officer in inspecting and cataloguing trees throughout the Local Authority. | * Daily |
| * To respond to customer queries in accordance with service standards. | * Daily |
| * Identifying, monitoring and recording of the Ash tree stock on Highways land and the Council’s own estate. | * As and when required |
| * To provide technical expertise on arboricultural matters to the planning service. | * Weekly |
| * To provide written technical reports for applications to undertake works to trees. | * Weekly |
| * To provide specialist advice for the delivery of council led projects on biodiversity and tree strategies. | * Weekly |
| * To prepare and record data relating to relevant performance indicators. | * Monthly |
| * To support the team in the wider delivery of Green Highway projects and advice as appropriate. | * Monthly |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * Degree or vocational qualification in an arboriculture, horticulture or other countryside/ecology related disciplines. | Desirable | A, Certificates |
| * LANTRA Basic Tree Survey and Inspection (desirable). | Essential | A, Certificates |
| * A desire to work towards membership of a relevant professional institute, e.g. Arboricultural Association | Essential | A, Certificates |
| **Experience & Knowledge** | | |
| * Knowledge of tree legislation, standards and guidelines, survey techniques, and related to trees and hedgerows. | Essential | A, I |
| * An understanding of the role of a tree officer in a local planning authority. | Desirable | A, I |
| * Knowledge of planning and regulatory issues in regard to works to trees in Conservation Areas. | Desirable | A, I |
| * An understanding of use of GIS mapping systems for data analysis and the context of recording and interpreting of data of varying types. | Essential | A, I |
| * Knowledge of planning and regulatory issues in regard to works to trees protected by Tree Preservation Orders. | Desirable | A, I |
| * A basic knowledge of Pests and Diseases. | Essential | A, I |
| * Knowledge and experience of inputting, retrieving and updating information on computer systems. | Essential | A, I |
| * An understanding of the process of serving Tree Preservation Orders. | Desirable | A, I |
| * A basic understanding of tree cultivation and management. | Essential | A, I |
| **Skills and Abilities** | | |
| * The ability to accurately assess trees and make judgements based upon their health and condition. | Essential | A, I |
| * Specialist knowledge of tree species and tree related diseases. | Essential | A, I |
| * The ability to prepare and present technical advice in report form for a range of target audiences. | Essential | A, I |
| * Clear, concise and assertive communication skills. | Essential | A, I |
| * Good customer service skills and ability to liaise with a range of audiences. | Essential | A, I |
| * The ability to work on own initiative as well as part of a team. | Essential | A, I |
| * Good time management skills, with the ability to prioritise workload and meet deadlines. | Essential | A, I |
| * Driving license and ability to travel throughout the county. | Essential | A |
| * Ability to undertake site visits and surveys, on rough terrain. | Essential | A |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.