

JOB DESCRIPTION



DIRECTORATE	Business Operations
SERVICE	Strategy and Planning
POST NUMBER	TBC
POST TITLE	Tree Officer
POST GRADE	Local Salary Scale 6
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Team Leader
RESPONSIBLE FOR	No supervisory responsibility
JOB PURPOSE	<p>To undertake development management work primarily dealing with planning applications, negotiations, informal advice, enforcement, dealing with the general public.</p> <p>To contribute to the Strategy and Planning Service with regards to creating an effective and up-to-date planning framework.</p>

MAIN AREAS OF WORK	
Trees and Hedgerows Matters	
1	Process applications for tree works to protected trees
2	Advise whether trees or hedgerows should be protected, principally via TPOs
3	Deal with Forestry Commission consultations
4	Advise the public and organisations on relevant legislation and procedures
5	Provide advice to the Development Management on the impact of development on trees and hedges and in relation to landscaping schemes as required
6	Prepare guidance relating to the conservation of the natural environment
7	Identify, develop and operate processes and procedures consistent with the delivery of an effective and efficient arboricultural service
Development Management	
8	Deal with and prepare reports on planning applications for either determination under delegated powers or by Planning Committee. To deal with any subsequent and appropriate appeal work
9	Carry out site inspections throughout the District in relation to planning application reports and to carry out negotiations with applicant's agents as appropriate
10	Deal with requests for informal advice from members of the public, agents and applicants and prepare written responses as appropriate
11	Provide information to the general public in relation to planning applications and planning matters as and when required
12	Provide a satisfactory service for members of the public and applicants in accordance with Council's objectives
13	Undertake liaisons with other agencies, public bodies and other Services of the Council

14	Consider the need for more detailed advice on particular sites and the need for special protection for particular features e.g. trees and buildings. Liaise with other sections of the Service accordingly
15	Monitor development proposals and compliance with planning conditions and to ensure development is in accordance with approved plans
16	Deal with pre-application informal advice from members of the public, agents and applicants and prepare written responses as appropriate
17	To be responsible to undertake CPD training in accordance with the Royal Town Planning Institute (MRTPI)
18	Process enforcement work in accordance with the Council's policies, delegation scheme and Government advice and the relevant legislation
Planning Strategy	
19	Contribute in the preparation of the Council's Local Development Framework, including the formulation of both spatial and thematic planning policies and proposals for development plan documents and related supplementary guidance, as well as undertaking associated studies and assessments
20	Contribute to ensuring that the strategies and policies of other agencies are compatible with the Council's aims, priorities and particularly with its LDF Core Strategy, as required
21	Help in the monitoring of social, economic and environmental conditions and trends affecting planning policy, the progress of development and key indicators
22	Liaise with public agencies, utility companies, service providers, representative bodies, local community groups and the general public on matters relating to land use and transport planning in the District
23	Provide technical and graphical support; to include monitoring, presentation material, survey and research work to support the LDF documents
24	Represent the Section and Strategy and Planning Service, as appropriate, at meetings and hearings in connection with the above
25	Contribute land use and spatial planning inputs to internal groups, as and when appropriate
26	Contribute to corporate project groups, as required, to help achieve Corporate Plan outcomes
27	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
28	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
29	To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service

PERSON SPECIFICATION



POST TITLE	Planning and Tree Officer – Development Management, Planning Strategy and Enforcement	
DIRECTORATE	Business Operations	
SERVICE	Strategy and Planning	
POST GRADE	S6	
	Essential	Desirable
Qualifications		
Good general education to 'A' level standard or equivalent	X	
Planning or related degree	X	
Arboricultural qualification		X
Experience		
Relevant local planning authority experience	X	
Minimum two years relevant planning experience	X	
Minimum two years post-qualification experience or a minimum four years' experience in LPA practice of tree matters		X
Preparation of research reports		X
Skills and Abilities		
Excellent analytical skills	X	
Demonstrable spatial awareness	X	
Good communication skills both verbal and written	X	
Proficiency in IT including use of Word, Excel and GIS	X	
Ability to work within a team	X	
Mentor junior staff		X
Training		
Up-to-date CPD and commitment to continuing professional development	X	
Knowledge		
Sound understanding of planning law	X	
Good understanding of national planning policies	X	
General understanding of current planning issues	X	
Relevant tree legislation, regulations and guidance	X	
Current arboricultural best practice	X	
Knowledge of planning issues affecting Rother		X

July 2021