

FOI number: **HBC\_FOI\_20200024**  
Date FOI Received: **13/01/2020**  
Department: **Parks**  
Title: **Details of Tree or Arboricultural Officer and organogram**  
Description: **Details of Tree or Arboricultural Officer and organogram showing them in context and the planning department.**

**Request: (As Redacted sent by requestor)**

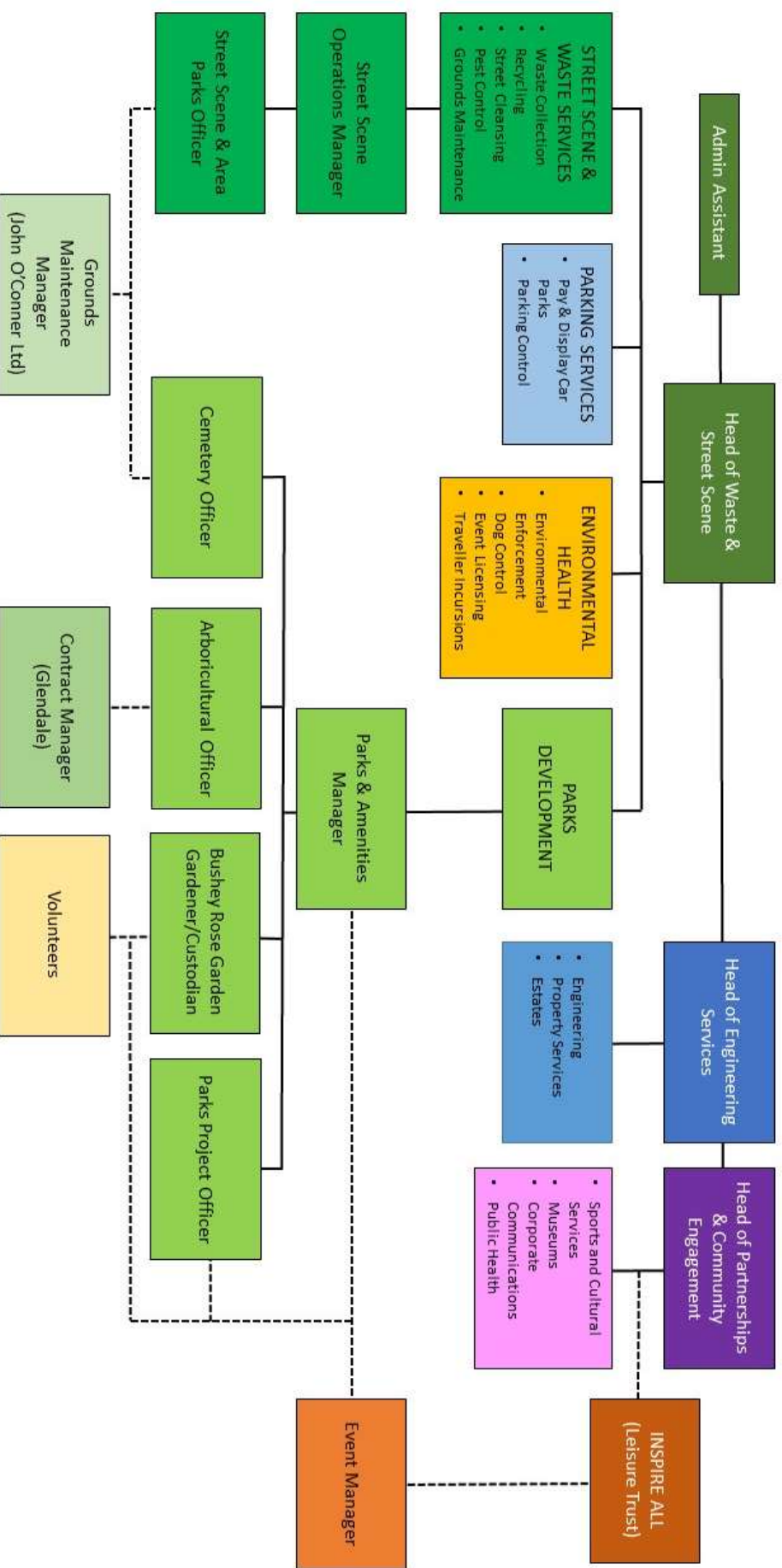
1. Please provide the most recent job description (duties and responsibilities and skills) for the Tree or Arboricultural Officer or equivalent (with date it was written).
2. Please also provide an organogram of the authority which shows the structure of the planning department, and also shows the Tree or Arboricultural Officer (or equivalent) in context.

**Response: (Response as Redacted sent by service)**

Please see attached documents and our response below:

Senior Planning Officer x 5
Planning Administrator/Dev Tec x 4
Planning Officer Career Grade x 4
Development Team Manager x 1
Principal Planning Officer x 3
Planning Apprentice x 1
Planning Processing and Improvement x 1
Senior Development Technician x 1
Planning Officer x 2
Enforcement Officer x 2
Enforcement & Appeals Team Leader x 1
Head of Planning and Economic Devel x 1
Planning Strategy Manager x 1
Planning Policy Team Leader x 1
Senior Planning Officer
Planning Assistant x 1
Principal Infrastructure and Delivery x 1

## Organisational Structure – Management and Maintenance of Parks and Open Spaces



If you have any queries about the processing of your request then please do not hesitate to contact me. Further information explaining the Council's process for responding to information requests together with a complaints/appeals procedure is available in our reception or via our website at:

<https://www.hertsmere.gov.uk/Your-Council/Official-Publications--Guides--Policies/Access-to-Information.aspx>

The Information Commissioner oversees the application of the Freedom of Information Act. You may contact the Information Commissioner at:

Information Commissioners Office

Wycliffe House, Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 01625 545700

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please include the above reference number on all correspondence related to this request.

Thank you for your request.

Kind regards

Information Services

## **JOB SPECIFICATION**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Arboricultural Officer
<b>DIRECTORATE:</b>	Environment Directorate
<b>UNIT:</b>	Street Scene Parks & Amenities
<b>GRADE:</b>	7
<b>RESPONSIBLE TO:</b>	Parks and Amenities Manager
<b>RESPONSIBLE FOR:</b>	N/A

### **MAIN PURPOSE OF JOB:**

To provide a professional arboricultural service to the Council, advising on all matters relating to the protection and care of trees and hedgerows in the local environment, especially in relation to trees in conservation area, trees subject to Tree Preservation Orders, or requests for new Tree Preservation Orders

To provide technical advice when required, during the planning and development process, or in relation to insurance claims and to adjudicate in high hedge cases.

Be the Council's specialist advisor in respect of subsidence claims involving Council owned property and claims for compensation against the Council.

### **MAIN DUTIES:**

1. Inspect and assess all applications for works to trees covered by a Tree Preservation Order or located in a Conservation Area. To consider the health and amenity value of protected trees and hedgerows and to make recommendations to Senior Managers and if required Committees. Ensure that applications are determined within agreed timescales to meet the Unit's Performance Indicators.
2. Assess the suitability of trees for preservation and serve Tree Preservation Orders as appropriate. Working with the Council's Arboriculture Technician / Support Officer, to ensure that all relevant notices and documentation are served in accordance with the relevant legislative framework. Deal with objections to proposed TPOs, where required, to report in writing to and/or attend the Council's relevant Committees.
3. Advise Development Control officers on planning applications as required and if appropriate reasons for refusal or advise on conditions to be attached to planning consents.
4. Provide advice on the discharging of arboricultural conditions on the types of development outlined above, where existing advice in the Council's Biodiversity and Trees SPD is not sufficient to guide development control officers.

5. To advise the Council on matters relating to the condition of trees in the Council's ownership or protected trees, where they are implicated as causing a nuisance, particularly in cases of subsidence claims. To be carried out in consultation with the Council's Insurance Officer, Parks and Amenities Manager and or Legal Services.
6. To act as the lead officer in dealing with:-
  - High Hedges applications
  - Applications under the Hedgerow Regulations
7. To work with the Arboriculture Technician / Support Officer to ensure that the Council's records and register of TPOs are accurate and kept up to date, where necessary and as workload allows reviewing the Council's existing TPOs.
8. Monitor and ensure compliance with conditions attached to planning permissions and consents relating to Tree Preservation Orders, in particular requirements for replanting.
9. Appear as the Council's expert witness at Informal Hearings, Public Inquiries, Magistrates Court, Crown Court or other Tribunals as required to give expert evidence in respect of matters relating to protected trees and hedgerows.
10. In association with colleagues develop enhanced procedures with the use of Information Technology.

## NOTES

This list of duties is not exclusive or exhaustive and the post holder may be requested to perform other duties commensurate with his/her grade and capabilities.

This list of duties will be reviewed with the post holder on a regular basis. The post holder will be kept fully aware of emerging changes in requirements and will be expected to be flexible in their approach to work reflecting the Council's requirement to work in partnership across the organisation.

## PERSON SPECIFICATION

Criteria		Essential / Desirable	Method of Assessment
			<b>A - Application</b> <b>I - Interview</b> <b>T - Test</b> <b>D - Documentary Evidence</b> Complete all sections below as appropriate
Qualifications & Training	<ul style="list-style-type: none"> <li>• A recognised qualification in arboriculture – minimum Diploma, MA, NCH, ARB (BTEC) or equivalent relevant qualification.</li> </ul>	E	

[illegible]

	with minimal impact on service delivery	E	
		E	
Skills & Abilities	<b>Communication</b> <ul style="list-style-type: none"> <li>Ability to write reports</li> <li>Able to effectively liaise with customers, colleagues, outside bodies and Councillors, in writing, by telephone and face to face</li> <li>Able to present confidently at Committee and public examinations or inquiries</li> <li>Able to negotiate successfully to achieve objectives</li> </ul> <b>Management</b> <ul style="list-style-type: none"> <li>Able to demonstrate the skills required to successfully manage projects</li> </ul> <b>Team Working</b> <ul style="list-style-type: none"> <li>Able to build effective, supportive working relationships</li> <li>Demonstrates a flexible approach to work</li> <li>Contributes positively within a team environment</li> <li>Able to self motivate and work with limited day to day supervision</li> </ul> <b>Quality of Work</b> <ul style="list-style-type: none"> <li>Strives to produce written work of a high quality with a good attention to detail</li> <li>Demonstrates accuracy, and a systematic and thorough approach to record keeping, document control and filing</li> </ul> <b>IT/Technical Skills</b> <ul style="list-style-type: none"> <li>Able to use all Microsoft Office systems to a good standard</li> <li>A working knowledge of computer systems such as Uniform, Ezytreev and mapping systems.</li> <li>Able to quickly grasp the use of specialized computer</li> </ul>	E E  E E  E  E  E  E  E E  E  E E  E	

	<p>packages</p> <p><b>Research &amp; Analytical Skills</b></p> <ul style="list-style-type: none"> <li>Ability to analyse information, including complex policy documents and legislative procedures and to summarise information accurately in clear concise report.</li> </ul>	E	
Other Requirements	<p>Driving license and access to a vehicle for work purposes.</p> <p>Able to attend occasional evening.</p> <p>Presents a neat and tidy appearance.</p>	<p>E</p> <p>E</p> <p>E</p>	

## COMPLEXITY AND CREATIVITY

The post requires experience and knowledge of complicated legislation and regulations which must be adhered to. The tasks associated with this post have to be undertaken within a legislative framework and failure to comply with the statutory framework may result in the loss or damage to trees worthy of preservation or claims against the Council. The postholder will need to ensure that targets for decisions making are met. The postholder must be able to defend decisions at Committee Meetings, Public Inquiries or in court and must advise and liaise with the other planning officers. The postholder will be involved in meetings and will need to possess effective oral and written negotiation skills with a range of customers, most of whom will be external to the organisation.

## JUDGEMENT AND DECISIONS

The postholder will be the unit's sole professional practitioner in arboriculture and has to work mainly without supervision. The postholder recommends to Senior Managers whether a tree preservation order should be made, whether consent should be given for works to preserved trees, whether trees on development sites can or should be preserved. The postholder advises on development schemes having any significant arboricultural issues. The postholder must provide advice to the Development Control Section so that a decision can be reached on development proposals commensurate with the Council's adopted policies on the protection of trees and hedgerows and enhancement of visual amenity. They must advise on instructions to be given to contractors when dealing with trees subject to preservation orders and other approved works to ensure consents are complied with. In certain circumstances, decisions of the postholder may expose the Council to claims for compensation hence advice given must be comprehensive and credible.

## CONTACTS (INTERNAL 25% EXTERNAL 75%)

### INTERNAL:



Planning and Building Control, Street Scene Parks & Amenities, Legal and the Council's Insurance Officer, Councillors.

**EXTERNAL:**

Contractors, the general public, County Council officers, amenity bodies/residents associations, developers/agents.