



## Job Description

<b>Job Title</b>	Tree and Landscape Officer
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£36,298 to £41,496
<b>Job Type</b>	Office Based
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To ensure successful integration of trees and landscaping within the built environment. To ensure that protected trees are managed correctly and that trees of outstanding amenity value are protected for the benefit of the wider community to provide a modern, customer focussed, business friendly service.

### Directly Responsible For:

None



## Directly Responsible To:

Tree and Ecology Officer

## Main Areas of Responsibility:

- The provision of technical Arboricultural and landscape advice to the planning service.
- To ensure that protected trees are correctly managed, through the management of the statutory application procedures.
- To ensure that trees in conservation areas are correctly managed, through the prior notification procedures.
- To ensure that trees of outstanding amenity value are protected for the benefit of the wider community.
- Represent the interests of the Council at inquiries, appeals and community meetings.
- Manage workload and ensure that all services are carried out in a timely, accurate and efficient manner.
- To ensure that landscaping schemes are fit for purpose.
- To manage electronic spatial records of Tree Preservation Orders.
- To carry out a review of existing Tree Preservation Orders and carry out re-surveys where required.
- To have an understanding of contract management
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities.

## Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.



## Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## Physical Demands of the Job:

None

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.



## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **[2]**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



# Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Minimum of foundation degree in Arboriculture and/or Landscape Management (A)

### Desirable

- Membership of the Landscape Institute (A)

## Experience

### Essential

- Experience of making new and surveying old tree preservation orders. (AI)
- Breadth of career experience and significant record of achievement, covering a range of Arboricultural and Landscape management or related services and a number of different roles, including experience of working in a customer focussed environment. (AIP)
- Experience of GIS and GPS systems. (AI)
- Experience of high hedge procedures. (AI)

### Desirable



- Experience of the management of the statutory application process for applications to work on protected trees.(AI)
- Experience of working in a value for money environment.
- Experience of presentations and communications with the customer.
- Use of evaluation and monitoring systems.
- Experience in using back office software systems.

## Skills/Abilities

### Essential

- Good communication and presentation skills, both verbal and written. (AIP)
- Ability to prioritise workload to meet deadlines. (AI)
- Ability to work with and harness the output from the team and partners. (AI)

### Desirable

- Problem solving skills.
- Experience in monitoring and controlling resources.
- Ability to develop solutions to improve productivity.
- Experience and commitment to staff development.

## Commitment

### Essential

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.



- Commitment to service improvements and providing a first class customer focussed service.
- Commitment to undertake relevant training in urban design or architecture to recognised qualification level.

## Other

### Essential

### Desirable

- Full Clean driving licence.
- Willingness to attend meetings and events outside normal working hours.