Job Description

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| **Job Title** | Tree Management Officer – Highways and Assets |
| **Grade** | PO4 |
| **Reporting To** | Trees and Woodland Senior Manager |
| **JD Ref** | OPS0014P |

Purpose

Develop within the context of the Council’s Corporate Objectives a policy and strategic framework for all matters relating to trees across the highways and asset management estate and be the main contact for all highways and asset management tree related issues, helping to manage the programme of highway and asset management tree safety inspections and associated works.

Alongside assisting in the delivery of the Tree, Hedgerow and Woodland strategy objectives and drive income generation within the tree management service.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values in the role and organisation.

**Communication, Engagement and Training:**

* Prepare and issue responses for despatch to customer and member enquiries relating to the highways and asset management tree risk inspections and works programme. This includes advising on all Health and Safety matters related to trees within the highways and asset management teams alongside representing highways and asset management at court proceedings relating to tree issues.
* Plan and deliver a training programme for staff within a range of service areas on the value of trees, tree protection, impact assessment and the Tree, Hedgerow and Woodland Strategy’s vision. This will include the delivery of presentations and email bulletins to internal colleagues.

**Data Analysis and Decision-Making:**

* Contribute to the delivery and development of the Council’s tree risk management system and risk zoning programme. Carrying out tree survey / inspections and making decisions, policy changes and advice using specialist/expert knowledge.
* Provide direction to tree inspectors and appointed contractors carrying out arboricultural inspections and practical works within the highways and asset management estate. Ensuring that appropriate systems are in place to comply with appropriate British Standards and to discharge the Council’s statutory obligations.
* Assist with the assessment of contractor performance and contract compliance including attendance to contract meetings, carrying out quality checks, selective audits and preparing progress reports. Being responsible for the effective management of the financial resources related to the highways and asset management tree programme, meeting the Authority’s financial regulations; ensuring budgets are adhered to and that value for money is achieved.
* Identify, develop and lead on new commercial opportunities within the service to maximise the generation of income. Income generation will be within the broad parameters of the post (e.g., providing tree surveys and consultancy services to external partners).
* Support a comprehensive programme of review of current individual, group and woodland Tree Preservation Orders (TPOs), advise where changes are necessary and determine the service of new TPOs. Providing additional support to Development Managers in the assessment of tree works applications and associated decisions.
* Support the Trees and Woodland Senior Manager and wider team in the delivery of the Tree, Hedgerow and Woodland Strategy. Particularly the community action plan by leading community planting and maintenance events, workshops, and citizen science projects.
* Support the delivery of the annual street tree planting programme by providing project management and administrative support. Delivering feasibility assessments, planting design, bid writing, partner engagement and monitoring.
* Responsible for preparing reports and recommending policies for consideration by Committee as to ensure that the Highways and Asset Management Teams continue to provide a high-quality service.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* Arboricultural degree or equivalent.

**Knowledge & Skills**

* A sound knowledge of arboriculture and woodland management.
* Good IT skills (including Word, Excel, Outlook, Power Point).
* Practical GIS use.
* Self-motivated and proven experience of ability to work on own initiative.
* Strong interpersonal skills with an ability to build relationships and engage effectively with
* stakeholders at all levels.
* Excellent project management skills.
* Effective team worker.
* Good communication skills, both oral and written.
* An innovative, can-do, enthusiastic work ethic.
* Able to communicate Wirral Council values and standards to residents, sponsors and
* stakeholders.
* Ability to multitask, prioritise workload and meet deadlines.
* A flexible approach to work and willingness to undertake some evening and weekend work.
* Willingness to develop new skills and take on new areas of responsibility.
* *Desirable - Arboricultural based competencies (NPTC, Lantra, etc).*
* *Desirable - Good understanding of habitat management.*

**Experience**

* Experience of contractor management
* *Desirable - Relevant Arboricultural Management experience in a managerial role.*

Additional Information

* Ability to travel across the Borough and work from various locations.
* There will be a need for some evening and weekend work when undertaking community consultation and participation events, attending committees and other evening meetings. A flexi time and time in lieu system are in place to accommodate out of hours working, including hybrid working.

Health & Safety Considerations:

* Lone working
* Working outside
* Work with VDUs (Video Display Unit) (>5hrs per week)
* Driving duties

Approved By: Nicola Wallbank – Landscape Manager (Tree Strategy)

Date Of Approval: 11.02.2025