



Job description			
<b>Job title</b>	Arboricultural Planning Officer		
<b>Grade</b>	H		
<b>Directorate</b>	Communities & Neighbourhoods		
<b>Service/team</b>	Environmental Sustainability		
<b>Accountable to</b>	Principal Arboricultural Officer		
<b>Responsible for</b>			
<b>JE Reference</b>	A5376	<b>Date Reviewed</b>	March 2026

### Purpose of the Job

To lead in providing the council's statutory obligations in relation to arboricultural matters (trees and hedgerows associated with development) and protective legislation (Tree Preservation Orders and Conservation Areas, High Hedge applications and Hedge regulations). The Planning comments to be provided will also include Landscape Design comments, guided by the Landscape Architect. The role will also include in assisting with the provision of the boroughs tree safety survey, assisting in the delivery of proactive and reactive maintenance of the boroughs tree stock, providing Arboricultural consultancy services for the councils 'We Know Services' and the delivery of advice in line with local, regional and the national planning policy framework.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### Responsibilities - Specific

1. Fulfil the Council's statutory obligations in relation to arboricultural matters (trees and hedgerow associated with development) and protective legislation (Tree Preservation Orders and Conservation Areas, High Hedges and Hedgerow Regulations), including the processing of all applications within the prescribed time limits. This will also include providing Landscape Design comments, guided by the Landscape Architect.



2. To assist as part of a team in delivering all aspects of the Council's arboricultural service; ensuring it meets all the objectives of the Council, is cost effective and complies with current legislation and best practice.
3. Give appropriate technical advice and guidance to colleagues, customers and service users, including elected Members and MPs.
4. To assist, when necessary, in the surveying of the Council's tree stock in accordance with its agreed strategy and to be a point of contact for Council tree management issues for both internal and external customers.
5. To produce tenders, specifications, conditions of contract and Bills of quantity for arboricultural related works.
6. To ensure the provision of physical emergency cover for incidents outside of normally contracted hours by the arboricultural contractor, noting there may be occasions for out of hours work.
7. To attend meetings within our own or other Departments, with other agencies, Architects and Developers as required and to ensure Councillors are kept apprised of events of note in their areas of concern.
8. To prepare reports for tree related issues including insurance claims and high hedge applications.
9. To create and develop innovative schemes to promote the Council's tree policies amongst target groups.
10. To undertake tree surveys on behalf of the Council's 'We Know Services' which may be outside of the borough.

### **Responsibilities – Generic**

1. Excellent written and verbal communication skills, able to engage confidently with diverse groups of people and build effective relationships
2. Good interpersonal skills including the ability to work across services and organisational boundaries.
3. Strong project management and delivery skills to deliver key projects to completion.
4. To promote and implement the Council's Equal Opportunities Policy in all aspects of employment and service delivery.



5. To ensure all Council Standing Orders and Financial Procedure Rules are upheld.
6. Assist in ensuring that continuous improvement, value for money and best value are delivered by all areas of the Council by challenging existing practices as necessary.
7. To ensure in relation to your duties that all legislative, regulatory and national guidance are adhered to at all times.
8. To promote the duty to co-operate between organisations in order to improve the quality of life of all residents.
9. To fulfil any other duties as reasonably directed by the Technical Manager.

### **Requirements**

**To be considered for this role it is essential that you have the following:**

- A relevant qualification in Arboriculture or related subject, minimum level 3 National Diploma and experience of dealing with Tree Works in relation to Development Management.
- Experience in administering planning controls and regulations in relation to trees.
- Good knowledge of Planning law, policy and procedures relating to trees.
- Strong IT skills to support working with packages such as Word, Excel, and Access, as well as specific IT packages.
- Good written communication skills to be able to produce clear reports and documentation.
- The ability to work well under pressure and manage competing priorities, meet tight deadlines, maintain a customer-focused outlook and enjoy working within a growing and supportive team.



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.