



Role Description and Employee Specification

Job Title:	Tree Officer	Location:	Cirencester
Department:	Planning & Sustainability	Service:	Natural, Built and Historic Environment Team
Reports to:	Head of Natural, Built and Historic Environment	Working Hours:	22.2
Salary:	£39,967 - £42,107	Peer Group:	PG112
Business World Post Number:	N/A	Job Group:	Level 2 Specialist
Contract Type:	2-year fixed	Direct Reports:	N/A

Overall purpose of the Post:	To promote understanding, protection, management and enjoyment of our natural heritage, particularly trees and their role in enhancing the landscape and helping to address the climate and ecological emergencies, particularly via Development Management and Planning Policy.
Key Tasks and Responsibilities:	<ul style="list-style-type: none">• Advise colleagues, Councillors and the public on arboricultural, tree and woodland issues.• Provide specialist arboricultural input into all stages of the planning Development Management process, including planning applications and pre-applications – particularly the protection of existing and the planting of new trees and woodland, while ensuring that the climate and ecological emergencies are addressed.• Act as Case Officer for tree works applications and notifications.• Serve, modify, revoke and confirm Tree Preservation Orders.• Instigate or support enforcement action or prosecution in respect of illegal or unauthorised work.• Prepare written evidence and represent the Council as an expert witness on arboricultural issues in appeals and prosecutions.• Attend and advise the Planning Committee and the relevant Cabinet Members on tree and woodland matters, including the preparation and presentation of reports to these bodies.• Provide arboricultural input into the review of the Local Plan and other strategic plans, policies, projects and partnerships working.

	<ul style="list-style-type: none"> • Manage the Councils' own tree stock (including tree inspections, tree works specifications, contractor audits, management and monitoring of tree works contracts and data management). • Assist with the supervision of consultants providing specialist arboricultural advice.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<ul style="list-style-type: none"> • GCSE Maths and English or equivalent to grade C/4 or higher. • A relevant arboricultural related qualification or similar at NQF level 4 or above and/or relevant experience of at least five years. • Accredited tree inspection qualification (such as PTI) and at least 2 years' experience of undertaking tree condition inspections. • High level of knowledge, understanding and experience of all aspects of trees, woodland and arboriculture, including those relevant to the planning system and tree/woodland management. • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders. • Experience of being involved in continuously improving services and developing products to meet customer need. • Ability to remain calm and confident when dealing with challenging customers and environments. • Ability to resolve complex issues by negotiation. • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes. • Demonstrate commitment and resilience to succeed. • Ability to work independently under pressure and within tight deadlines. • Excellent written and verbal communication skills. • Competent in using a range of technology and software packages, including Microsoft.
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Relevant recognised academic or professional qualification. • Experience of working within local government and/or a Development Management context. • Knowledge, understanding or experience of project management. • Experience of acting as an expert witness. • Membership of a relevant professional body.
General Accountabilities:	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p> <p>To support the Chief Executive/Returning Officer in administering election responsibilities</p>
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</p>

	<p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel/access to a vehicle for work purposes.</p> <p>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</p>		
Date Reviewed:	September 2025	Reviewed By:	Danielle Berry
Checked by HRBP		Date of Issue:	

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