

Job Description and Person Specification

Job Title: Tree Preservation Officer



Job Description

Job Title	Tree Preservation Officer
Grade	6
Service	Streetscene and Regulatory Services
Reports to	Ecology and Biodiversity Manager
Location	City Wide
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

1. Deliver a high-quality service to protect and improve the environment in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
2. To provide advice on development proposals and other works affecting protected trees and review existing Tree Preservation Orders.

Main Duties & Key Accountabilities

1. Update the present system for recording Tree Preservation Orders through the use of computerised mapping.
2. Survey on site all trees covered by Tree Preservation Orders and identify the present condition and life expectancy of such trees.
3. Undertake any negotiations with site owners and members of the public in respect of trees covered by Orders and those within conservation areas.
4. Propose any modifications to existing Tree Preservation Orders resulting from the site surveys, alter drawings as necessary, and undertake the necessary legal procedures.
5. Identify trees requiring protection and make new Tree Preservation Orders.
6. Provide process applications for works to protected trees and trees in conservation areas in accordance with the requirements of planning legislation and statutory timescales, Government and Council planning policies and to meet the key objectives of the Council.
7. Contribute to the processing of all types of planning applications through the professional and timely response to all consultations.
8. Advise on the effects of construction work on trees and relevant protection measures as well as advising on the possible effect of trees and structures.
9. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
10. Contribute actively to the achievement of a good customer focused approach to service delivery within the section, participating in the development and maintenance of quality systems to ensure continuous monitoring and improvement to service quality and customer satisfaction for the service provider.

11. Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
12. Any other duties and responsibilities within the range of the salary grade

Key relationships

External	Internal
	Ecology and Biodiversity team Planning Policy and Environment team Development Management team

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:
Support Assistants

Person specification

Job Evaluation Code	
Knowledge	
Knowledge of customer care and the principles of equal opportunities.	
Familiarity with tree preservation order procedures legislation • Basic understanding of development management procedures	
Understanding of conservation area legislation particularly in relation to trees	
Familiarity with Codes of Practice concerning trees, tree surgery and trees in relation to development.	
Familiarity with common tree species and varieties, typical characteristics and problems.	
Basic understanding of horticultural practice	
Skills and Abilities	
Effective verbal, telephone and written communication, etc.	
Good organisational ability (prioritising schemes, workload, etc.) • Competency in draughtsmanship, cartography and basic surveying	
Good negotiating skills	
Able to work with minimum supervision, meet deadlines	
Able to efficiently administer tree preservation orders and conservation area tree records	
Make qualitative assessments of trees from both environmental and arboricultural standpoints	
Able to understand the needs of the various client groups, eg. Developers, tree surgeons, residents, general public	
Able to organise and participate in meetings with developers, tree surgeons, residents and other client groups	
Be proficient in the use of IT packages	
Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.	

Experience
Experience of dealing with the public and client group representatives
Experience of working as part of a landscape team but with specific personal responsibilities for creating new and monitoring/administering existing tree preservation orders
Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook
Qualifications
Level 5/6 in Arboriculture such as FdSc Arboriculture or HND Arboriculture
Special Requirements
May be required to work outside office hours
Will be required to travel in the course of duties
Willingness to undertake any necessary formal training

Date Created	March 2023	Date Reviewed	
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