

## **Job description**

**Post title: Tree Officer**

**Team: Planning and Development**

**Approved grade: Band F**

### **Core responsibilities**

1. To process applications for trees in Conservation Areas and for works to trees with TPO's.
2. To review the Council's Tree Preservation Order designations.
3. To provide landscaping and tree comments for planning applications.
4. To represent the Council on tree and landscaping related matters when required at planning appeals and to give evidence at Hearings, Public Inquiries and in the Magistrates' Courts.
5. To attend the Council's Planning Committee meetings, public meetings and liaison committee meetings including meetings outside normal office hours as may be required.
6. To advise members of the public on tree related matters and to provide pre-application advice.

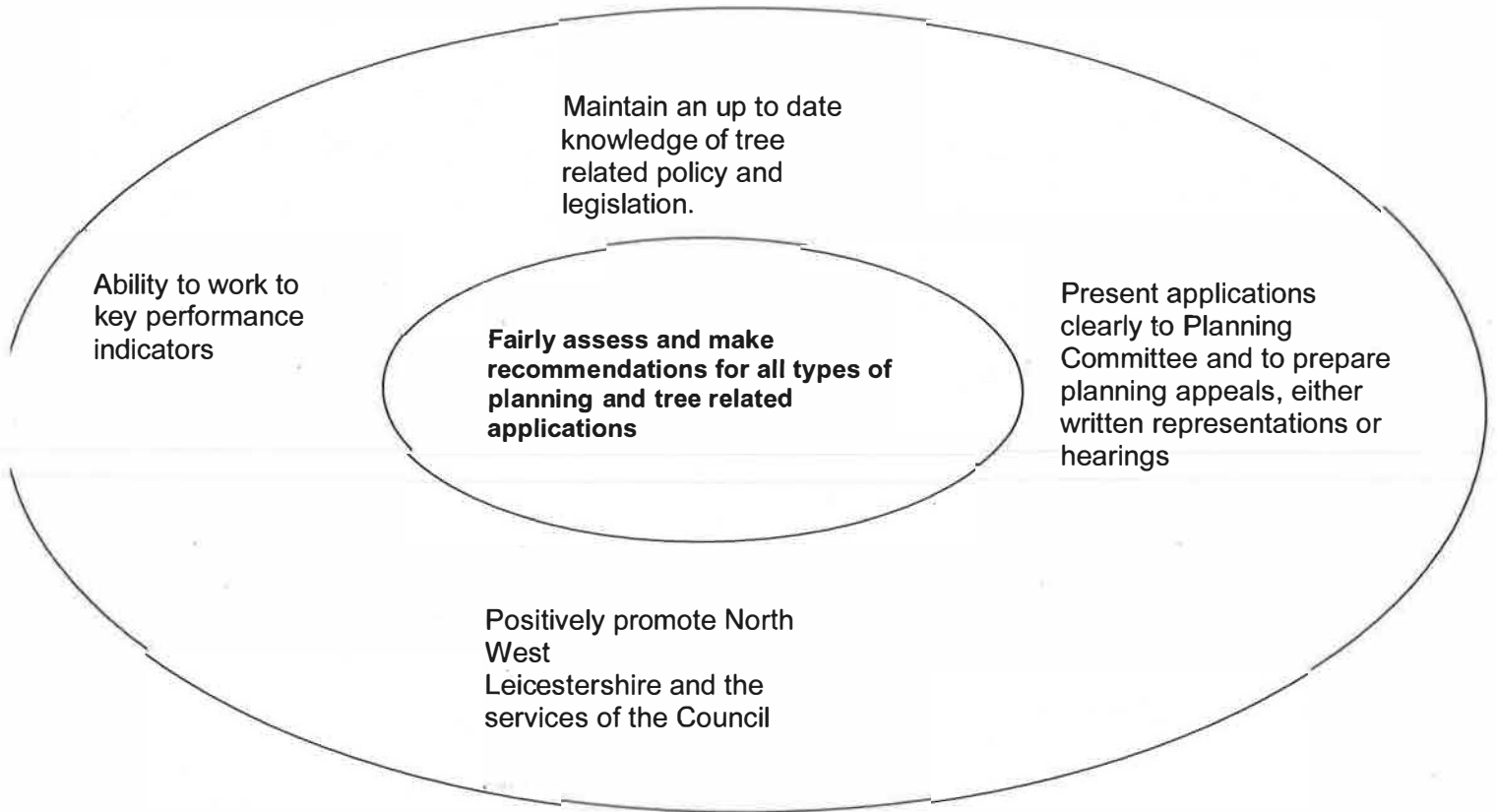
### **Additional responsibilities:**

1. To always see the service through the eyes of the customer and make suggestions for improvement where appropriate
2. To constantly challenge self performance and seek to find improvements
3. To carry out duties efficiently and effectively
4. To help build pride, passion and reputation for NWLDC
5. To participate in the Council's appraisal scheme and to undertake any necessary training and development as identified for the job role.
6. To promote the Council's Equality and Diversity Policy to ensure service provision and employment practices are non-discriminatory.
7. To undertake any other reasonable tasks appropriate to the grading of the post and as required by the Team Manager

8. To assist in the event of a civil emergency in any way as instructed

In all of our jobs, there are core duties and peripheral duties - the ones which the team undertakes and are the responsibility of all.

This diagram is designed to help you see what those duties are:



This job description describes the general duties of the job and does not preclude other duties which are necessary for the efficient service delivery of the council and team in serving its communities and meeting its objectives.

In consultation with you, it may be varied by the council to reflect actual, contemplated or proposed changes in or to your job.

Your team leader will commit to providing relevant, identified support and training in return for your commitment and dedication to the job role.