

## **JOB DESCRIPTION**

**Directorate:** Communities and Environment

**Service Area:** Parks and Countryside

**Job Title:** Community Tree Officer

**Grade:** SO1

**Responsible To:** Forestry Manager

**Responsible For:** ANY APPROPRIATE TEAM OF STAFF ALLOCATED TO POST HOLDER TO UNDERTAKE SPECIFIED TASKS

**Conditions of Service:** NJC Conditions apply

### **Purpose Of Job**

To assist in the management of forestry section delivery in support of the objectives of the Parks and Countryside Service.

### **Responsibilities**

To support managers in improving arboricultural services including the management of information systems and technical processes.

To respond to and assess Member enquiries and complaints regarding arboricultural or other related tree issues in order to recommend appropriate outcomes within specified timescales.

Set up and coordinate a voluntary, Ward based Tree Warden Scheme, providing training and support for volunteers nominated by Community Committees.

To provide support in managing trees that are the responsibility of the Parks & Countryside service, in order to comply with efficient and safe practices.

To assist in the implementation of strategies and management plans for trees

To support and sustain the development of an integrated approach to tree management.

Ensure that good communications with internal and external clients and colleagues are developed and sustained.

To assist in the promotion of a greater understanding of arboriculture and the benefits of sustainable tree care throughout the district, including responding to enquiries and requests for information.

To undertake tree inspections, specify works and provide cost estimates and quotes, including bills of quantity as required.

To compile and provide performance information as requested, that is both accurate and timely.

To represent the Parks & Countryside service at all appropriate internal and external meetings.

Willing to take personal responsibility and abide by the Council's Health and Safety Policy.

To fulfil duties in line with the Parks & Green Space Strategy and related strategies and service objectives and in support of the aims of the Leeds Strategic Plan and Council Business Plan.

To undertake other duties from time to time that are commensurate with the post.

Willing to abide by the Council's Equal Opportunities Policy in the duties of the post and as an employee of the Council.

The post holder must be prepared to work as and when required, in order to maintain 24 hour emergency cover.

**Qualifications**

As per employee specification.

## EMPLOYEE SPECIFICATION

**PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview or Certificate.

### SKILLS

- The ability to analyse data and produce effective reports and presentations
- The ability to keep accurate records.
- The ability to communicate effectively with a wide range of people.
  
- The ability to prioritise and organise work schedules.
- The ability to respond to ever changing working circumstances.
- An ability to manage and deliver projects to agreed timescales, quality and budget.
- To work within a project team environment and on own initiative.
- The ability to respond to ever changing working circumstances.
- The ability to manage and deliver projects to agreed timescales, quality and budget.
- The ability to interpret maps and relevant technical plans.
- The ability to respond to ever changing working circumstances.

### KNOWLEDGE/QUALIFICATIONS

- Knowledge of the respective Conservation area and Tree Preservation Order legislation.
- The ability to access remote sites effectively.
- Ability to make effective use of computer systems including Microsoft Office
- HNC or Foundation Degree in Arboriculture/Forestry or equivalent experience

### EXPERIENCE

- Experience of working in a similar post.
- Practical experience in arboriculture and/or forestry.
- Working under pressure to meet deadlines.
- Experience in the use of geographical information systems in the work environment.
- Experience in the use of computer packages, particularly Microsoft Office.
- Experience in responding to Peace and Emergency Planning situations

### BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS

- Achievement of equal opportunities in both employment and service delivery and an understanding of the Leeds City Council policy.
- Willingness to take personal responsibility for and abide by the Council's Health and Safety Policy.
- A positive commitment to providing excellence in service provision.
- Commitment to developing effective working relationships internally and with services across the Council.
- Proactive in contributing to the ethos of team working within the service.

**PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS:** It is desirable that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates

### SKILLS

The ability to demonstrate good ICT skills (e.g. e-mail; word processing)

## **KNOWLEDGE/QUALIFICATIONS**

A good geographical knowledge of Leeds

Membership of relevant professional body / possession of relevant professional qualification.

NPTC Units CS 30-38

## **EXPERIENCE**

## **BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS**



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