

Career Opportunity

Job Title	Assistant Tree Officer
Job reference	HR use only
Service Area / Directorate	Planning Services
Salary and Grade	G6: £32,207 to £33,073 per annum –(pro rata for part time)
Contract	Permanent
Hours per week	37
Location	Work from home/ Oxford - Town Hall

The role

Ensuring the conservation and enhancement of the landscape of Oxford is managed and cared for appropriately is key to Oxford City Council. Trees form an important part of the landscape of Oxford and the historic city has a wealth of trees, many in truly outstanding locations such as the college parks and gardens. There are more than 200 tree preservation orders, 16 conservation areas and 13 listed parks and gardens including trees of a wide range of species in a diversity of habitats. However, there are also areas of the City that would be greatly enhanced by more trees. Development pressures and an aging tree population in the urban environment requires the City Council to apply robust and defensible arboricultural methods and practices to maintain the quality of the local environment.

In support of above we are looking for someone with drive, enthusiasm and initiative who can deliver high quality arboricultural and landscape advice efficiently and effectively. The current post holder is taking a sabbatical so this exciting opportunity is therefore available for a fixed period of one year.

Working in liaison with officers from a range of other disciplines, Councillors, members of other organisations and members of the public the successful candidate will be dealing with applications for work to protected trees, requests for TPO's, giving advice on planning applications affecting trees and providing other specialist advice as needed.

A professionally qualified arboriculturalist with good oral and written communication skills and the ability to provide clear professional advice to a range of individuals who may have conflicting interests alongside having a passion for the enhancement of the landscape is key. Sound like you? Interested? If yes continue below to find out how you apply.

About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi-award winning Council and in May 2017 we were re-accredited at Gold level for Champion IiP status. Our other awards include the Institute of Revenues Rating & Valuation (IRRV) 'Excellence in Innovation (General)' winners 2017, Oxfordshire Environment Partnership (OEP) 'Best Food Waste Reduction and Collection System', and several 'Team of the Year' national and regional awards across our Service Areas. This builds on our previous success in achieving 'Council of the Year' in 2015. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via our online application system (no CVs please).

For further information and how to apply online, please visit www.oxford.gov.uk

If you are unable to access our website please call **01865 252848**.

Note: For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history. **Coronavirus information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you. For most roles the successful applicant will be expected to work from home for the immediate future. They should ensure that they have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.**

Closing Date: [Click here to enter a date.](#)

Late applications will not be processed

Interview Date(s): [Click here to enter a date.](#)

For an informal discussion about the post please contact Andrew Murdoch 01865 252228 or email amurdoch@oxford.gov.uk

We are an equal opportunity employer:

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from BAME communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.





Role Profiles

Role information

Job Title	Assistant Tree Officer	Position No.	HR use only
Position type	Permanent	Hours per week	37
Grade and Salary Range	G6: £32,207 to £33,073 per annum –(pro rata for part time)		
Location	Work from home/ Oxford - Town Hall		
Service Area / Directorate	Planning Services		
Responsible To	Development Management Team Leader	No. of employees	N/A
Budget (£)	N/A	Assets	N/A
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is not politically sensitive		

Role purpose

- To provide efficient and effective technical and specialist advice on arboricultural related matters in relation to the Councils statutory planning function.
- To be responsible for managing and advising on requests to carry out works to trees and the subject of any Tree Preservation Orders or within a Conservation Area for the making of new Tree Preservation Orders.
- To provide specialist advice to the planning service in relation to planning applications where tree related issues are material considerations

Role responsibilities and main duties

Under supervision of the lead Tree Officer; in relation to trees protected by Tree Preservation Orders and trees in Conservation Areas:

- (a) To deal with all aspects of making Tree Preservation Orders, including emergency Tree Preservation Orders where required
- (b) Dealing with all applications for consent and notices of work to be carried out to trees protected by Tree Preservation Orders or by their location in Conservation Areas. Gaining appropriate advice as required by the Lead Tree officer.
- (c) In appropriate cases, where the trees which are legally protected are proposed to be removed, advising on the need for replacement trees, their species and positions and ensuring that replacement trees are provided.

- (d) Support the preparation of the Council's case in relation to appeals against the Council's refusal to approve works to protected trees, and deal with such appeals by written representations and by hearing or public inquiry, acting as the Council's expert witness on arboricultural matters.
- (e) In liaison with the Enforcement Team and Central Services, help prepare the Council's case in relation to legal action brought against unauthorised work to protected trees, acting as the Council's expert witness on arboricultural matters.

Under supervision of the lead Tree Officer: in relation to development proposals and planning applications:-

- (f) To support arboricultural related matters on non-major planning applications.
- (g) To advise and negotiate as appropriate with applicants and professional advisers to ensure the protection and retention of trees prior to and during construction work in undertaken.
- (h) Advising development control officers about appropriate conditions required to protect and retain existing trees. Secure planting schemes as part of the new developments, together with the support of Lead Tree officer agree conditions and/or legal agreements to secure appropriate replacement management and maintenance of trees, landscaping and areas of nature conservation interest.
- (i) To identify where amenity trees are likely to be at risk as a result of development proposals and advice the Head of Planning Services when to make tree preservation orders to ensure the long-term protection of such trees following support from the Lead Tree Officer.
- (j) In liaison with the development control case officer, help prepare the Council's case when required in relation to appeals against the Council's refusal to grant planning permission where the reasons for refusal include tree issues
- (k) To support Site Inspections as required in order to perform the above duties.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria.

Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

A I T D

Essential Criteria

Completion of at least a level 3 arboricultural or related, non-arboricultural qualification, accepted for Arboricultural Association Technician Membership grade	✓	☐	☐	✓
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Knowledge and experience of current legislation, policies, and strategies relating to arboricultural matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good organisational skills and experience of managing own workload with minimum supervision and ability to cope with high workloads and pressure.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience of undertaking site visits and VTA tree inspections.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability and experience to exercise judgement, make balanced assessments and put forward rational, evidence-based recommendations in support of policies and legislation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience of direct dealing with customers and providing a high quality customer service. Good customer care and negotiating skills. Ability and willingness to deal effectively and efficiently with the whole range of planning service customers in particular.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strong oral and written communication skills to include writing reports. Demonstrating the ability to proactively build and maintain strong working relationships at all levels with internal and external stakeholders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent analytical and decision making skills to analyse complex issues and identify and implement effective solutions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer literate with understanding of windows office tools, use of email, electronic calendar, spreadsheets and databases, such as Uniform and presentation packages such as PowerPoint.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Desirable Criteria

A I T D

Ability to work as part of a team, including co-operating with other departments or outside bodies to provide advice on development management issues.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical experience in the provision of arboricultural advice to customers in either the private or public sector for the purpose of the Development Management process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.