****JOB DESCRIPTION

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| Job Title | **Tree and Landscape Officer** | Post Number | P432 & P1008 |
| Grade | 8 | Service Area | Planning and Infrastructure |
| Special Conditions | Politically restricted post | Additional Benefits | Essential Car User allowance  Protective clothing |
| Authorised by | Director of Planning & Infrastructure | Date | October 2025 |

**Job Purpose**

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| The purpose of this role within the Council is: | To provide a professional arboricultural and landscape service to the Wychavon and Malvern Hills District Councils and members of the public as part of the joint Natural, Built, and Historic Environment Service, to include advice, assessment and determination of applications affecting protected trees and trees on development sites. |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Senior Environment Officer |
| The postholder manages \supervises: | Occasional contractors/ agency staff and student placements |

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| Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation) | |
| 1 | Primary responsibility for the delivery of a professional arboricultural service to District Council Members and Officers, the public, developers and their agents and other organisations, advising on arboricultural matters relevant to the shared Natural, Built, and Historic Environment Service and the Planning and Infrastructure Service for Wychavon and Malvern Hills Councils. |
| 2 | The assessment and determination of applications and notifications to fell or undertake works to protected trees and hedgerows. |
| 3 | Primary responsibility for the preparation, serving and review of Tree Preservation Orders and the administration of Notifications under the Hedgerow Regulations. |
| 4 | Advising Development Management, applicants and the public on development proposals and planning applications as they relate to trees and landscape matters. |
| 5 | The preparation of arboricultural evidence in relation to appeals and to act as expert witness in informal hearings or public inquiries in matters relating to trees. |
| 6 | In liaison with the Council’s Enforcement Officers and Legal Department, the investigation of alleged breaches of protected tree and hedgerow legislation, including High Hedges. |
| 7 | Developing, administering and maintaining arboricultural monitoring systems and other records relating to trees. |
| 8 | The development of arboricultural policy and good practice guidance. |
| 9 | Contributing to Council plans and initiatives as they relate to trees including tree planting schemes, carbon reduction initiatives and green space and habitat creation and enhancement. |
| 10 | Any other duties identified from time to time by the Head of Natural, Historic, and Built Environment or Director of Planning and Infrastructure, as commensurate with the salary and responsibilities of the post. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Recognised arboricultural qualification | E |  |
| Membership or eligibility for membership of Arboricultural Association or other directly comparable and recognised professional organisation. | E |  |

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| Experience | Essential | Desirable |
| Significant experience as a practising professional arboriculturalist. | E |  |
| Experience of working within a local planning authority framework and environment. |  | D |
| Producing and presenting technical information to a variety of audiences, including committees. |  | D |

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| Skills Required | Essential | Desirable |
| A thorough knowledge of arboricultural principles, practices and relevant legislation. | E |  |
| An understanding of current planning and enforcement legislation as it relates to trees and hedgerows. | E |  |
| Car owner with full driving licence. | E |  |
| Ability to carry out unaccompanied site visits | E |  |
| IT literate | E |  |
| Effective communication and negotiation skills with Members, Officers and the public |  | D |
| Self motivated with excellent time management skills. |  | D |
| Good written and verbal communication skills. |  | D |
| Working familiarity with Windows based IT systems including GIS. |  | D |

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| Behaviours | Essential | Desirable |
| Flexible approach to hours of work | E |  |
| Availability for emergency call out | E |  |
| Excellent organisational skills, including the ability to prioritise and meet challenging targets and deadlines. | E |  |
| Ability to work as part of multi-disciplinary team. |  | D |
| Ability to deliver against strict performance management objectives. |  | D |
| Confident and pragmatic decision maker |  | D |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.