



MID SUSSEX DISTRICT COUNCIL

JOB DESCRIPTION

1. Job Title	Assistant Tree Officer
Post No.	EDEV047
Grade	MS4/5 (SCP 9 – 20 £23,194 - £28,370)
Department	Development Management
Directorate	Planning
Date	September 2023
Reporting to	Development Management, Team Leader, Tree Officer
2. Main Purpose	
<ul style="list-style-type: none"> Assist the Tree Officer in all aspects of tree related development management work. Process applications for works to trees in conservation areas. Provide advice to planning officers on tree and landscaping related matters associated with planning applications and discharge of condition applications. To deal courteously and efficiently with requests and enquiries from the public on tree related matters, including High Hedges, Hedgerow Regulations, monitoring of generic tree email address and phone calls. 	
3. Key Contacts	
Internal <ul style="list-style-type: none"> Planning Officers. Elected members. Landscape and Leisure Services 	
External <ul style="list-style-type: none"> Members of public 	
4. Standard Accountability Statements	
Health & Safety You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy.	
Equality & Diversity You must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.	
Learning & Development You have a personal responsibility for your own learning and development and will maintain up to date records of achievement and attendance as required. You must undertake the learning and training identified as part of your ongoing development, and other relevant training that is identified and agreed with your manager.	
5. Competencies/Behaviours The following behaviours are expected to be demonstrated by all MSDC staff.	

- **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, honouring MSDC policies and all regulatory requirements.
- **Customer focus:** Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or the Council.
- **Communication:** Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.
- **Team Player:** Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment.
- **Initiative:** Taking ownership of our work, doing what is needed without being asked, following through.
- **Efficiency:** Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things.
- **Coach ability:** Being receptive to feedback, willing to learn, embracing continuous improvement.
- **People management** (for those with direct reports): Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.

6. Main Duties & Responsibilities

1. To discharge the duties of the post in accordance with the Planning Service Charter.
2. To deal courteously and efficiently with requests and enquiries from the public on tree related matters including High Hedges, Hedgerow Regulations, monitoring of generic tree email address and phone calls
3. To process applications for works to trees in conservation areas including site visits and report writing for sign off by line manager.
4. To assess whether or not tree related proposals require the formal consent of the Authority.
5. Consider and process requests for new Tree Preservation Orders
6. Review existing 'historic' Tree Preservation Orders, as necessary.
7. Provide advice to Planning Officers on tree and landscaping related matters associated with planning applications and discharge of condition applications.
8. Advise on tree related enforcement issues, as necessary.
9. Substitute for the Tree Officer during periods of absence
10. To undertake such other duties as may be reasonably required by the Head of Service
11. To undertake such training as may be necessary.

SPECIAL CONDITIONS:

It is a requirement of the post that the post holder hold a current driving license enabling them to drive a car. The post holder must ensure that the insurance cover includes use on the employer's business.

The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified by your designated line manager on a monthly basis. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, on a monthly basis, so that the Payroll Officer is able to process correct information to the HMRC at year end. Failure to record and report mileage undertaken in your employment may forfeit your right to receive a car allowance.

Your eligibility to receive a car allowance will be reviewed on an annual basis by your Head of Service in conjunction with Head of Digital and Customer Services. The Council reserves the right to review, amend or withdrawn the car allowance, subject to consultation with you. A period of three months' notice to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further allowance.

Date: September 2023.

**MID SUSSEX DISTRICT COUNCIL
PERSON SPECIFICATION**

JOB TITLE: Assistant Tree Officer

Department: Development
Management

POST NUMBER: EDEV047

DATE: September 2023

	ESSENTIAL	DESIRABLE
<i>Qualifications Educational/ Professional</i>	Arboricultural/horticultural qualification to a minimum of level 2, or other countryside/ecology or related technical qualification	
<i>Work Experience</i>	Experience in one of the above environments	Experience as a local authority tree officer or tree consultant
<i>Special Aptitude/Skills</i>	To be able to inspect trees and make accurate judgements based upon their health and condition	
<i>Knowledge</i>	Specialist knowledge and interest in tree related matters Input, retrieve and update information on computer systems.	Knowledge of current planning law regulatory issues regarding trees in Conservation Areas and elsewhere
<i>Disposition/Attitude/ Behaviours</i>	Must be able to work as part of a team and take instruction and also work on own initiative. To organise work within a busy environment to ensure deadlines are achieved. Good customer care skills A full driving licence and use of a vehicle	