



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Tree Planting Officer	Grade: PO3
Section: Contracts and Leisure (Parks)	Directorate: Environment and Community Services
Responsible to following manager: Arboricultural Manager	Responsible for following staff: N/A
Post Number/s:	Last review date:

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Working exclusively within the London Borough of Richmond, the role is to be innovative and responsible for delivering a tree planting and aftercare programme that meets the Council’s commitment to increase the number of trees in the borough. There will be responsibility for assisting in the development and delivery of a Tree Planting Strategy that supports the aims of the borough’s Climate Emergency Strategy. The role involves responsibility for exploring and generating external funding to support tree planting initiatives and for promoting community interest in and care of trees within Council land.

Duties will also extend to privately managed land, exploring how canopy cover can be increased through promoting planting in these areas. Generally, the position is to take a

proactive role in supporting the Arboricultural Section and Parks Team in the day-to-day service delivery and the continued development of the service.

Specific Duties and Responsibilities

To prepare and conduct tree planting surveys, recommending technical specifications to include advice relating to design, tree and species selection, contract operations and the delivery of annual programmes that support the aims and objectives of local, regional, and national policy. Responsibility for ensuring that the Council meets agreed annual and longer-term planting programme commitments

To improve the usage of the Council's asset management system, specifically in respect of updating existing data, facilitating efficient planning of planting surveys, assisting in the identification of planting locations, the data being captured on site and reporting. System improvement will be carried out with the aim of producing publicly available information.

Assist the Arboricultural Manager in the development of a tree planting 'Standard Operating Procedure', specifically to aid site evaluation.

Assisting the Arboricultural Manager with the development of a Tree Planting Strategy.

To conduct detailed tree selection process, this will be in consideration of threats posed by pest and disease, the need to seek resilience through species and genetic diversity and in understanding that a principal role of tree planting is to introduce appropriate green infrastructure that will serve current and future human populations and the wider biodiversity in what is a changing climate

Responsibility for ensuring the procurement of quality tree stock, this will involve developing positive professional relationships with nursery providers and undertaking visits to nurseries to select trees for planting and for making advance reservation of species to be grown on for future seasons

Responsibility for assisting the Arboricultural Manager in contract management to ensure that planting programmes are instructed in a timely manner, being conducted safely and that high quality planting standards are being met. To monitor a programme of aftercare and ensure high rates of tree establishment.

To participate in activities that link to the delivery of the borough's Biodiversity Action Plan, for example in extending planting of native black poplar using clonal material that is unique to the London Borough of Richmond.

To engage with external stakeholders, including professionals within the Arboricultural sector to ensure continued development of the service and that work is being delivered in accordance with the latest best practice.

To liaise with internal stakeholders and contractors to coordinate specific planting operations, such as dealing with former tree sites that require engineering works to facilitate replacement planting and providing technical advice relating to tree planting within Council infrastructure improvement schemes.

To investigate complaints that relate to tree planting within the Borough, and where necessary liaise with contractors, and escalate specific issues to the Arboricultural Manager.

Responsibility for identifying and generating external sources of funding that will help to support the increase in trees throughout the borough, this will include undertaking bid submissions and providing ongoing submissions of evidence to ensure that funding is received. To assist the Arboricultural Manager with financial management, budgetary monitoring, and reporting in relation to tree planting programmes.

To promote community care for newly planted trees, this engagement will include working alongside established and newly formed friends' groups and organisations to promote the understanding of the benefits that trees provide and encourage and support a community network to help our trees thrive in the landscape.

To assist the Arboricultural Manager in communicating tree planting initiatives and projects to elected members, internal departments and external groups and organisations. This communication will include public consultations and the use of all forms of media.

Responsibility for seeking opportunities to increase tree planting within private property and to assist in the implementation and delivery of such programmes.

Responsibility for enforcing tree planting within private property, specifically in relation to planning applications, and other planting requirements as set out within the Town & Country Planning Act 1990 (as amended).

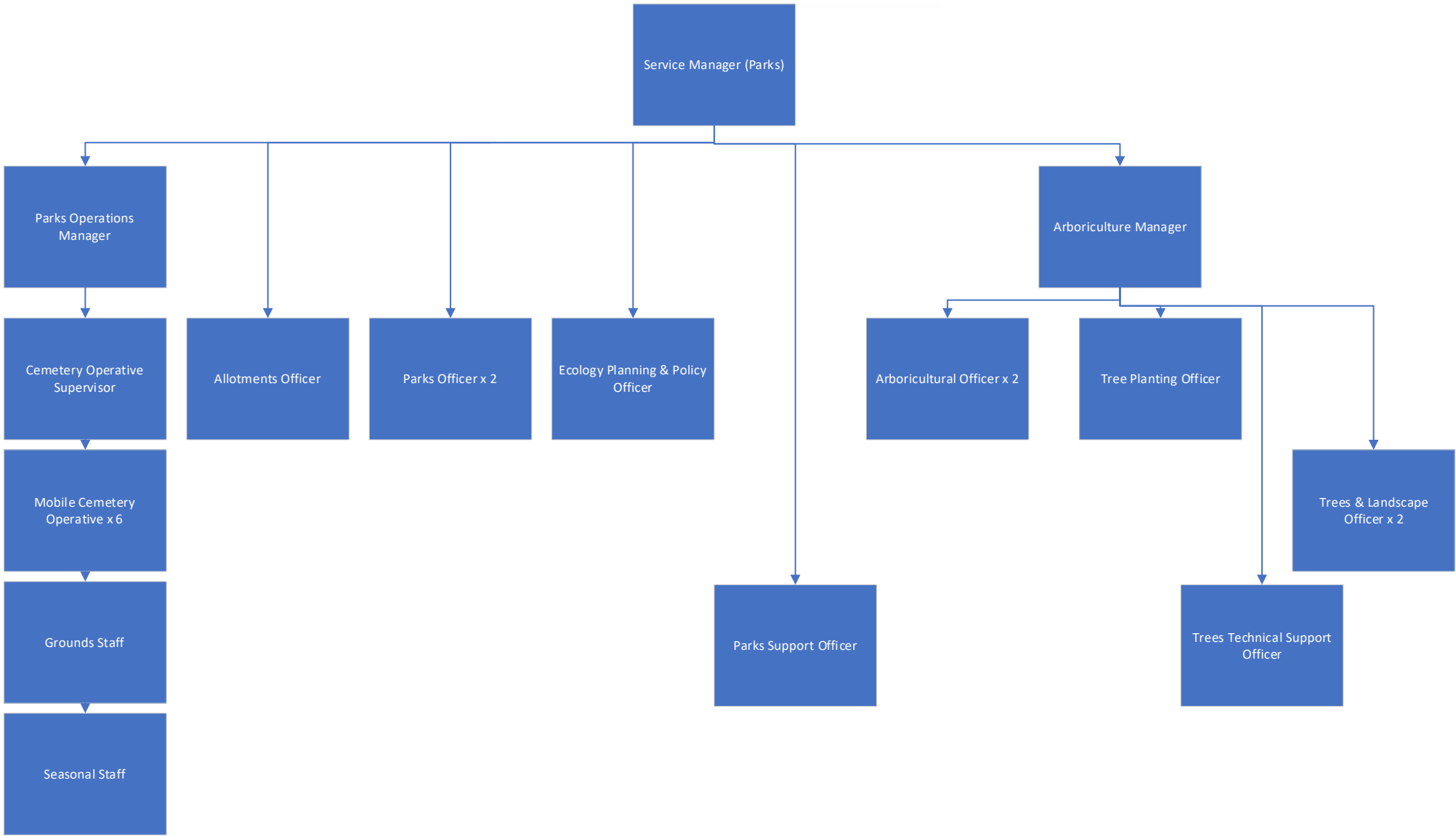
To implement and deliver a reporting system that allows for analysis and scrutiny of data relating to the Council's tree planting and to undertake analysis of how trees and species are performing in the borough. To identify how emerging information can be used to improve working methods, tree and species selection and performance.

To respond to emergency callouts to assess and organise appropriate action required to ensure meet the Council's statutory requirements and participate in an out of hours emergency response rota

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety
- To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post

Current Team Structure



Person Specification

Job Title: Trees and Landscape Officer	Grade: PO3
Section: Parks Service	Directorate: Environment and Community Services
Responsible to: Arboriculture Manager	Responsible for following staff: N/A
Post Number/s:	Last review date:

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
To understand the role that urban trees play in adapting to a changing climate, specifically in relation to the range of benefits that are provided and to be able to devise strategic approaches towards increasing canopy cover to target specific requirements.	X		A/I/T
Knowledge of the threats that a changing climate bring to the urban forest and how these can be mitigated through management techniques.			

Understanding the importance of community engagement, specifically in relation to maintaining and expanding a healthy urban forest.			
Knowledge of the importance of data and it's management within Arboriculture.			
To be conversant with current Arboricultural best practice and how trees fit into and should be managed in accordance with key statutes, including the Town & Country Planning Act 1990, the Owners and Occupiers Liability Act 1957 & 1984, the Health and Safety at Work Act 1974 and the Highways Act 1980.			
Understanding and application of the principles within the standards and guidance that are in place for tree management within both public and private settings, these include British Standard 8545:2014 (Trees: from nursery to independence in the landscape – Recommendations); British Standard 3998:2010 (Tree Work Operations – Recommendations); and the British National Tree Safety Group Guidance (Common Sense Risk Management of Trees).	X		A/I/T
Experience	Essential	Desirable	Assessed
Experience of overseeing tree planting operations, from selection through to establishment in the landscape	X		A/I
Experience of contract performance monitoring in an arboriculture setting	X		A/I
Experience of developing strategic documentation	X		A/I
Experience of undertaking tree assessments making clear recommendations to ensure tree management in accordance with statutory guidelines	X		A/I
Experience of working with others to improve processes and outcomes	X		A/I
Experience of surveying and undertaking tree related assessments, specifying work and managing data all using asset management systems	X		A/I
Experience of working with stakeholders such as community groups to achieve project outcomes	X		A/I

Skills	Essential	Desirable	Assessed
Ability to deliver successfully to multiple, competing deadlines	X		A/I
Ability to engage with multiple stakeholders in a range of different mediums, from presentation to on-line meetings	X		A/I
Qualifications	Essential	Desirable	Assessed
Minimum Level 4 in Arboriculture	X		A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate