

Arboricultural Officer – Grade 11

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our service to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

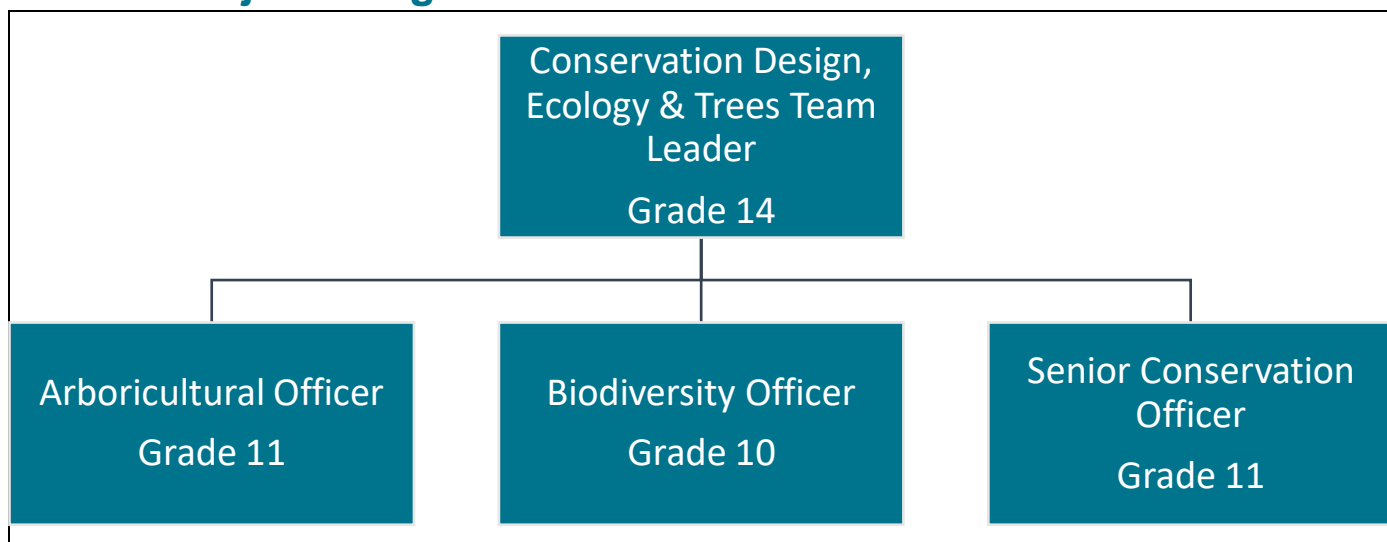
This role is part of the Council's Development Management team within the Conservation and Design Team. We provide professional advice, guidance, interpretation and evaluation of pre-planning enquiries, planning applications, appeals and consents in relation to trees. This role will work as part of a team and provide an efficient, friendly, and effective service to meet statutory and service requirements.

This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- As Arboricultural Officer you will be responsible for providing arboricultural advice in relation to pre-application discussions and planning applications. You will provide input to the Council's Local Plan and policies in relation to arboricultural issues within agreed targets, timescales, and priorities.
- You will carry out surveys and assessments for tree applications and the making of Tree Preservation Orders.
- You will respond to enquiries from applicants, agents, and developers; advising on planning and related permissions and the procedures to be followed.
- You will discuss, consult, and negotiate on proposals; prepare reports and formulate recommendations on planning applications.
- You will prepare the Council's written statements for planning and enforcement appeals or to initiate enforcement action against breaches of planning control in relation to trees. You will attend public inquiries, informal hearings and/or court proceedings to give evidence on behalf of the Council.
- You will need the ability to carry out site visits including the inspection of trees in relation to applications for work to them and be in possession of a full driving license.
- Advise on and make recommendations on a range of planning applications, the application of Local Plan policies and enforcement enquiries in relation to trees
- Carry out tree surveys and assessments on site.
- Act as the Council's expert witness, prepare reports, provide statements, and give evidence in appeals and prosecutions in Court.
- Adopt an approach which considers legislation, policy and relevant procedures and protocols.
- Deal with applications and enquiries confidentially and in a timely and sensitive manner.
- Take a proactive approach to ensure work is planned to meet targets, standards, and deadlines.
- Effectively use IT systems and maintain accurate electronic case files.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
A relevant qualification in arboriculture or related subject, and/or experience in the field.	Essential
Experience of dealing with trees in relation to Development Management.	Essential
Experience in administering planning controls and regulations in relation to trees.	Essential
Knowledge of planning law, policy and procedures relating to trees.	Essential
Strong IT skills to support working with packages such as Word, Excel, and Access as well as specific IT packages.	Essential
Written communication skills to be able to produce clear reports and documentation.	Essential
Numeracy skills to be able to perform accurate financial and arithmetical calculations.	Essential
Ability to demonstrate excellent customer service and excellent interpersonal skills at all times.	Essential
Is committed to personal career development. Is proactive in seeking and undertaking further training opportunities.	Essential
Is an excellent team player and works hard to direct and contribute to team goals.	Essential
Ability to work flexibly including evenings and weekends.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
valid driving licence and it is expected that you will either use a council vehicle or your own car.	

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Planning Services	Grading ID	26640
Job ID	80100002	Last Updated	August 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		