



JOB DESCRIPTION

Post title: Trees and Landscape Officer
Service: Spatial Planning
Grade: 5

Main Purposes of the Post:

To provide advice and assistance to the Authority with respect to trees and landscape (both policy development and practice).

Duties and Responsibilities:

1. To deliver the Authority's statutory duties for trees and landscape, including all matters relating to Tree Preservation Orders, trees standing within Conservation Areas, and Hedgerow Regulations.
2. To provide advice to the Authority on development management issues involving trees, woodlands and landscape.
3. Provide landscape reports, statements and evidence and act as an expert witness on representing or advising the Authority at meetings, appeal hearings, court appearances and public inquiries.
4. Work with the enforcement team, including site visits, to investigate potential breaches of planning permissions where it relates to trees and/or landscape matters. Work with the enforcement team and applicant to resolve issues or to help collate evidence and produce statements.
5. To co-ordinate and contribute to the Authority's responses to forestry consultations in line with NPA policy and to support the Authority's response on trees, woodlands and landscape policy at local, regional or national level as appropriate.
6. To contribute specialist knowledge and skills to all areas of the Authority's work, including policy development, and relevant strategies.
7. To deliver a work programme which is developed jointly between the Director of Spatial Planning and the Director of Conservation and Communities. This will include planning and delivering projects in tree and woodland conservation and contributing to cross-cutting projects where appropriate.
8. To promote the conservation of trees and landscape to the public through the use of interpretative material on the Authority's website and elsewhere.

9. To provide advice on the management of trees and woodland owned by the Authority and managed under legal agreement including advice on practical works to be undertaken.
10. To work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately.

This job description outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

February 2025

