

## PERSON SPECIFICATION

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



Requirements & Criteria	Essential/ Desirable	Method of Assessment
<b>Knowledge/Experience</b>		
Sound knowledge of relevant legislation and policy related to trees, hedgerows, landscape management and conservation areas	E	Application form/interview
Knowledge and experience for making, confirming and reviewing Tree Preservation Orders	E	Application form/interview
Experience of The Hedgerow Regulations, including determining Hedgerow removal notices	E	Application Form/interview
Experience in tree inspections	E	Application form/interview
Experience in assessing tree surveys, landscape proposals and development impacts	D	Application form/Interview
Knowledge of Development Management procedures and relevant legislation, including enforcement powers	D	Application form/interview
Working knowledge of Guidelines for Landscape and Visual Impact Assessment	E	Application form/interview
Experience of managing contractors	D	Application form/Interview
Experience of dealing with general public, agents, appointed Members and parish/town councils	D	Application form/interview
Experience of the local government environment	D	Application form/interview
Understanding the role of UK National Parks and the current issues affecting them	D	Application form/interview
Experience of woodland management, woodland grant schemes and creation schemes	D	Application form/interview
<b>Education/Training/Qualifications</b>		
Degree or equivalent in environmental subject and/or Level 4 qualification in arboriculture, forestry, landscape management or related field	D	Application form/interview
Member of Arboricultural Association	D	Application form/interview
Demonstrate willingness and commitment to formal training and continuous professional development	E	Application form
Numeracy and literacy to GCSE level or equivalent	E	Application form
<b>Skills/Abilities</b>		
Excellent oral, written and interpersonal communication skills	E	Application form/interview

Good organisational skills and the ability to process information accurately	E	Application form/Interview
Working knowledge of Microsoft Office applications and general ICT skills	E	Application
Working knowledge of databases, GIS and GPS	D	Application form/Interview
Ability to work collaboratively as part of a team and with a range of stakeholders – prepared to listen and invite views of others	E	Application form/ Interview
Able to manage own workload and time in order to meet statutory deadline and targets	E	Application form/ Interview
Able to make logical decisions, and mediate and negotiate in a persuasive and professional manner, to achieve a positive outcome for Dartmoor and our customers	E	Application form/ Interview
<b>Other requirements</b>		
Willingness and ability to travel as required within Dartmoor National Park and surrounding area to undertake essential elements of the job	E	Application form/ Interview
Subject to occupational health approval, is able to meet the physical demands of the post	E	Occupational Health check

## Job Specific Competencies

<p><b>Communication &amp; Interpersonal Skills (Level 2)</b></p> <ul style="list-style-type: none"> <li>▪ Uses positive communication to give praise and celebrate success</li> <li>▪ Presents information in a way that is logical, relevant and meaningful to the recipient(s)/ target audience.</li> <li>▪ States own views clearly, concisely and confidently, providing relevant evidence to support their case.</li> <li>▪ Uses a range of communication techniques to gain and maintain the attention and interest of others.</li> <li>▪ Consciously identifies the best communication channel for their message and to suit the needs and preferences of the intended audience.</li> <li>▪ Actively recognises when a message has been misinterpreted and provides clarity.</li> <li>▪ Makes information available promptly to those who need it internally or externally.</li> </ul>
<p><b>Development of Self and Others (Level 2)</b></p> <ul style="list-style-type: none"> <li>▪ Takes responsibility for personal learning and development.</li> <li>▪ Responds positively to feedback and applies learning.</li> <li>▪ Makes suggestions for improvements to work processes in role / team.</li> <li>▪ Demonstrates willingness to work on different tasks and in different areas to gain experience and broaden own skills.</li> <li>▪ Demonstrates an awareness of own strengths and weaknesses, and identifies development needs and opportunities.</li> </ul>
<p><b>Strategic Awareness (Level 2)</b></p> <ul style="list-style-type: none"> <li>▪ Is clear on the key priorities for DNPA and strives to achieve them.</li> <li>▪ Has a clear understanding of the organisational policies and procedures and works within these.</li> </ul>

- Understands the role of the Members in relation to the work of DNPA.
- Sets priorities and demanding but achievable objectives for others.
- Supports others to understand standards expected of them and monitors progress against objectives.
- Responds to changing priorities; re-prioritising own workload and that of others as required.
- Encourages a constructive response to change in others through a positive and collaborative attitude.

### **Working Effectively (Level 2)**

- Identifies ways of reducing inefficiencies and increasing effectiveness within own area of work.
- Ensures that own work and work of the team consistently meets high standards for quality and customer service.
- Communicates well with colleagues to ensure internal processes work efficiently and effectively.
- Suggests new ways to use and adapt internal systems and procedures to streamline work for self and others, without sacrificing quality of work.
- Adopts the principles of good project management, to plan ahead and liaise with colleagues when planning and delivering projects.
- Manages spending within agreed budget.

### **Decision Making and Problem Solving (Level 2)**

- Makes timely and considered decisions based on analysis of available data, information and evidence.
- Demonstrates fairness and consistency in actions and decisions that impact on others.
- Takes time to review problems, identify and implement solutions.
- Demonstrates accountability for decisions taken.
- Takes into account the feedback of others in order to make effective decisions.

### **Continuous Improvement (Level 2)**

- Constructively challenges the status quo, and seeks better alternatives if needed.
- Shows an awareness of best practice and alternative methods of work; evaluates them and adapts them for DNPA use where appropriate.
- Ensure that the knowledge and understanding of how changes will be made have been fully communicated and understood.
- Acknowledges ideas for improvements and suggestions for change, and provides feedback on why ideas may or may not be adopted.
- Supports the actions identified in the *Developing Team Dartmoor ODS*, in order to continually find ways of improving.



**February 2025**