**Job Description**

**Post Title** **Arboricultural & Landscape Officer**

**Role Profile** Specialist Grade G

**Service/Team** Planning Services

**Reports to** Arboricultural & Landscape Manager

**Post number** TBC

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by ensuring that trees are well managed and that new development respects and promotes trees and landscaping, which enhances local character, biodiversity, a sense of health and well-being and helps to mitigate the effects of climate change.**

**Job Overview**

Within the Planning Arboricultural and Landscaping team, in partnership with others, to deliver expert advice for Planning and internal and external customers, to ensure that the public benefit of trees and landscaping is safeguarded.

**Key Responsibilities**

* Positively and actively support, the Arboricultural & Landscape Manager and the team on tree and landscaping related matters
* Deliver quality advice, skill and knowledge relating to trees and landscaping
* Contibute proactively towards maintaining an efficient, effective and well respected team
* Ensure that legal requirements relating to protected and unprotected trees are met through accurate and compliant administration of all tree work
* Positively represent and provide expert advice and as a witness relating to trees and landscaping to: Planning services, other Council services, Committees, Councillors, external stakeholders, appeals, enforcement investigation and legal cases
* Other responsibilities as comensurate with the level of the post.

**Specific Qualifications and Experience**

* Level 4 qualification in arboriculture or be able to demonstrate equivalent knowledge, skills and experience
* Good level of knowledge and experience of working with the legal requirements surrounding protected trees
* Ability to provide specialist advice relating to tree related matters, whilst managing own high risk/high profile workload.
* Proven experience in making decisions on own workload including managing frequently conflicting priorities and deadlines
* Able to demonstrate relevant Continuing Professional Development (CPD)
* Knowledge and experience of using IT for planning or similar purposes and confident in the use of Microsoft Office and Geographic Information Systems (GIS).

**Personal Qualities & Attributes**

* Self-motivated and self-reliant with excellent teamworking skills
* High level of personal resilience and calm under pressure
* Willingness to learn and respond to new challenges and changes and be able to adapt to these
* Confidence and ability to make decisions
* Ability to recognise and resolve barriers
* Awareness and ability to anticipate the need for support or personal development
* Good interpersonal and communication skills; able to develop and maintain relationships with customers and colleagues; emotional intelligence
* Willingness and ability to support and challenge others, whilst maintaining own workload
* Willingness and ability to collaborate with others
* An ability to find positive and practical solutions to problems
* Commitment to quality output and outcomes
* Attention to detail and ability to deliver work to tight deadlines and be flexible in managing workloads

 **Job Requirements**

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
* There may be occasional need to work outside of Council office hours or weekends.