

SOUTH DERBYSHIRE DISTRICT COUNCIL JOB DESCRIPTION

DIRECTORATE: Service Delivery
SERVICE: Parks and Green Spaces
POST TITLE: Tree Officer (planning work)
GRADE: Scale S01 (£33,366 – £36,124)
REPORTS TO: Parks and Green Space Manager

JOB SUMMARY:

- To provide advice and expert guidance on arboriculture matters in relation to Development Management Planning Policy
- To comment on all planning applications in relations to trees
- To manage the Tree Preservation Orders in the District.
- To provide defensible advice and expert guidance on all arboriculture matters in relation to Environmental and Planning enforcement
- To provide expert witness statements as needed to represent the council in court cases
- To provide advice on high hedges legislation
- To provide cover and resilience for our tree officer team.

MAIN DUTIES AND RESPONSIBILITIES:

- To produce, when required, both verbal and written reports on arboriculture related matters to all internal departments
- To provide advice and expert guidance on arboriculture matters in relation to Development Management, Planning Policy, Environmental Enforcement and Housing Departments
- To produce written responses to planning applications concerning existing trees or proposed trees in relation to development
- To provide expert professional advice on the arboriculture aspects of Tree Preservation Orders, trees in Conservation Areas and trees protected by planning conditions, including the determination of tree work applications and making and reviewing Tree Preservation Orders
- To provide arboriculture advice to other Council Services, Parish Councils, community groups and voluntary organisations

- To provide specialist advice on high hedges legislation and manages cases in the district
- To provide cover for our other tree officer. To adhere to and ensure the appropriate compliance with the Council's Corporate Health & Safety Policy
- To support, promote and comply with the Corporate Equality and Fairness Scheme when undertaking the duties of this post
- To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council
- To comply with the Council's Employee Code of Conduct
- Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

SPECIFIC DUTIES

- To provide advice and expert guidance on arboriculture matters in relation to Development Management, Planning Policy, Environmental Enforcement including reviewing and scrutinising planning applications at all relevant planning stages and supporting Enforcement Officer when utilising the Local Government (Miscellaneous Provisions) Act 1976
- To take a leading role in managing and determining any high hedge complaints
- To produce, when required, both verbal and written reports on arboriculture related matters to all internal departments
- Where necessary prepare detailed contract specifications, health & safety and other service guidelines of the arboriculture Service and ensure compliance in all areas
- To produce written responses to planning applications concerning existing trees or proposed trees in relation to development
- To provide expert professional advice on the arboriculture aspects of Tree Preservation Orders, trees in Conservation Areas and trees protected by planning conditions, including the determination of tree work applications, emergency orders, and making and reviewing Tree Preservation Orders
- To write and serve Tree Preservation orders
- To provide arboriculture advice to other Council Services, Parish Councils, community groups and voluntary organisations
- To ensure high quality internal and external partnerships, good working relationships and strong links with Councillors, colleagues, stakeholders and statutory and

voluntary organisations in order to win commitment to plans and support for service delivery.

General

- To contribute to the preparation and implementation of the Parks and Green Spaces service plan, and current planning policy
- To contribute to the targets and programmes within the Service Plan as determined by the Head of Cultural and Community Services
- To deliver services/implement projects in line with the Council's vision and aims
- To maintain and develop relationships with the Council's partners in economic development and growth
- To respond to enquiries from the public, landowners, businesses, Councillors and partner organisations
- To maintain knowledge and competency in areas of responsibility
- To work outside normal office hours from time to time.

Date Issued: July 2025

Issued by: Parks and Green Spaces Manager