

SOUTH DERBYSHIRE DISTRICT COUNCIL PERSON SPECIFICATION

Directorate: Service Delivery	Service: Parks and Green Spaces	Job Title: Tree Officer (planning work)
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Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>Demonstrable experience in:</p> <p>Hold a relevant arboricultural qualification.</p> <p>Understanding detailed arboricultural preparation management plans and reports.</p> <p>Providing advice and expert guidance on arboriculture matters in relation to Development Management and Planning Policy including TPOs and Conservation Areas.</p> <p>Providing defensible advice and expert guidance on all arboriculture matters in relation to Environmental and Planning enforcement.</p> <p>Reviewing and scrutinising planning applications at all relevant planning stages regarding tree woodland and hedgerow issues to facilitate the eventual correct and satisfactory final adoption of land.</p> <p>Understanding local authority Tree Policies and Strategies and to work effectively with others to deliver the successful implementation of tree-related advisory requirements, tree inspections, work schedules, management plans etc.</p> <p>Ability to, guide and support other staff in the tree team.</p>	<p>Working in a local government environment</p> <p>Managing consultants.</p> <p>Supporting the development and implementation of strategies, policies and plans.</p>	<p>Application Form</p> <p>Interview</p>

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>Demonstrable knowledge of:</p> <p>Tree management best practice and use of tree management software.</p> <p>Health and safety legislation, in particular to the management of trees in public open spaces.</p>	<p>Good understanding of tree and woodland-related biodiversity and ecology.</p>	<p>Application form Interview</p>
<p>Demonstrable skills/ability:</p> <p>Good interpersonal skills to relate effectively to, and gain the respect, trust and confidence of colleagues, council members, users and all other stakeholders.</p> <p>Manage time effectively and prioritise workload and work to deadlines.</p> <p>Use IT systems and a range of software efficiently and effectively.</p> <p>Conflict management.</p> <p>Work outside in all weather conditions.</p> <p>Carry out duties outside of normal office hours.</p>	<p>Work proactively as part of a team.</p> <p>Prepare clear and concise documents, reports and briefs.</p> <p>Prepare, collate, analyse and interpret information.</p> <p>Work using own initiative to formulate solutions and progress them through to completion.</p> <p>Good networking, partnership and negotiating skills with the ability to influence others.</p>	<p>Application form Interview</p>

Competency	Level	Essential	Desirable	How Assessed
1. Achieving Results	2/3	<p>Sets and achieves own standards/Improves performance.</p> <ul style="list-style-type: none"> • Sets high personal standards for their work and uses own methods to measure success. • Focuses on achievement. • Responds positively to challenges, applying energy to tasks and seeking to do things better. • Reviews working practices, looks for new methods or approaches to make things happen. 		Application Form Interview

		<ul style="list-style-type: none"> • Makes changes in systems or processes to improve performance of self and/or team. • Contributes towards service improvement. • Identifies and addresses the causes of underperformance 		
2. Communication	2	Communicates effectively. <ul style="list-style-type: none"> • Is sensitive to the communication needs of others. • Correctly interprets non-verbal messages. • Asks probing questions and listens attentively. • Produces good quality written communication using standard formats. • Ensures accuracy of messages and communications • Clearly presents information or provides explanations so that it is easily understood by others. • Ensures that communication is correctly targeted and understood. 		Application Form Interview
3. Creative Thinking	2	Questions existing approach <ul style="list-style-type: none"> • Sees patterns, trends and missing pieces. • Questions conventional ways of doing things. • Uses new information to offer realistic alternatives. • Tailors existing approach in order to provide better results. • Actively contributes ideas and creative thinking. • 		Application Form Interview
4. Customer Focus	2	Understands customer needs. <ul style="list-style-type: none"> • Demonstrates a strong desire to understand and meet the needs of customers. • Can identify the customer's underlying issues. • Provides high standards of customer service to both internal and external customers. • Always makes time for the customer. • Takes ownership and personal responsibility for solving customer problems. • Seeks and acts on customer feedback 		Application Form Interview

Competency	Level	Essential	Desirable	How Assessed
5. Decision Making and Problem Solving	2	Deals with issues systematically. <ul style="list-style-type: none"> • Analyses each stage of the process and breaks down problems into smaller parts. • Makes comparisons with the norm. • Asks questions to gather information. 		Application Form Interview

		<ul style="list-style-type: none"> Organises information logically and systematically to make decisions and determine priorities. Explains things in a clear step by step approach. Uses initiative. 		
6. Making Change Work	2	Supports Change <ul style="list-style-type: none"> Understands and explains the reason for change. Recognises that others may have concerns and works with them to overcome these. Creates a willingness to achieve outcomes. Proactively supports new ideas and initiatives. 		Application Form Interview
7. Managing Resources, Projects & Processes	4	Develops detailed plans. <ul style="list-style-type: none"> Seeks out information to make sound, rational decisions. Plans projects and tasks in a structured way, building in flexibility and anticipating difficulties. Monitors and reviews progress and performance against plans Focuses on end results, ensures that projects are seen through and completed. Identifies, assesses, and mitigates risks. Exploits the full use of technology in work processes. Identifies financial priorities and applies a cost-effective approach, actively seeking opportunities to maximise resources. 		Application Form Interview
8. Organisational Awareness & Commitment	2	Supports the Council <ul style="list-style-type: none"> Understands the informal structures of the Council, recognising key staff, decision makers and those in positions of influence. Expresses pride, pleasure, and dedication in being part of the Council. Promotes and defends the Council's reputation with customers and external bodies. 	NA	NA

Competency	Level	Essential	Desirable	How Assessed
9. Personal Impact	2	Adapts approach to increase impact. <ul style="list-style-type: none"> Is able to adapt style or content to meet the need of the situation or person involved. Is at ease with others at all levels and across functional boundaries. Effectively builds trust and rapport. Creates confidence in self and others. Confronts difficult situations as soon as they arise. 		Application Form Interview

		<ul style="list-style-type: none"> • Copes with setbacks calmly 		
10. Working Relationships	2	Strengthens Working Relationships. <ul style="list-style-type: none"> • Strengthen relationships through building a solid foundation of mutual understanding and trust. • Proactively supports colleagues. • Displays willingness to learn from others, including own team members and peers Speaks of team members in positive terms, either to the team member directly or to a third party • Resolves conflict and does not avoid difficult issues. 		Application Form Interview

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Issued by:

Parks and Green Space Manager