

## Key Requirements

<b>Job Title</b>	Arboricultural Officer
<b>Company</b>	Growth Lancashire Ltd
<b>Contract</b>	Permanent

### 1. PURPOSE OF THE JOB

As a member of the company's specialist services team, the post holder will be responsible for providing professional arboriculture advice and service.

This role will be critical in the company successfully delivering activity commissioned by our Local Authority partners, across both Development Management and Environmental services.

### 2. MAIN AREAS OF RESPONSIBILITY

The main tasks which the company is commissioned to undertake on behalf of its Local Authority partners includes:

#### Development Management

- To advise on and deal with arboricultural matters relating to planning applications, including major or complex proposals and development plans. The post holder will be required to give professional advice, expertise and recommendations to Development Management functions on the arboricultural implications of proposed development as necessary, or the discharge of planning conditions.
- To manage and be responsible for the Tree Preservation Order (TPO) procedure in line with the necessary legislation. This will include monitoring, prioritising, reviewing and dealing with applications for works to existing TPOs and/or a review of the existing TPO itself; and initiating, evaluating, preparing and serving new TPOs as required.
- To administer the control of works to trees in Conservation Areas in line with the necessary legislation.
- To administer the removal of hedgerows in line with the necessary legislation.
- To investigate all allegations of illegal tree and hedgerow works, and where necessary, initiate legal action and act as a Local Authority's witness in criminal proceedings, prepare witness statements, build a case for prosecution and represent the Local Authority in the Courts as required.

#### Environment

- Use specialist knowledge and experience to advise our Local Authority partners on suitable approaches and methodology with regards to effective Tree Risk Management in line with the necessary legislation.
- Plan and carry out detailed on-site surveys and inspections to determine the level of risk, condition and maintenance requirements of trees within the responsibility of our Local Authority partners in order to ensure public/tree safety.

## Key Requirements

### Other

- Across the service, the post holder will be instrumental in managing and maintaining accurate and effective records on behalf of our local authority partners relating to trees and hedgerows.

### **3. KNOWLEDGE, SKILLS & ABILITIES**

It is essential for the post holder to:

- have an appropriate Arboricultural degree/HND or equivalent qualification(s)
- have previous significant experience in arboriculture within either the public or private sectors
- be able to demonstrate continued professional development
- hold specialist technical knowledge of the necessary tree legislation and implications for the management of trees
- have a sound understanding of the Local Authority planning and development process
- have an awareness of a Local Authority's statutory duties, with regards to public/tree safety
- be able to negotiate and communicate issues/problems/solutions effectively with differing audiences in a variety of different ways
- be computer literate and able to produce clear and concise written reports
- be able to manage a varied workload and work without supervision
- be able to demonstrate a commitment to providing a customer focused service and to abide by and promote the core values of the company at all times.
- have the means of travelling to meetings, site visits etc across the region

### **About Growth Lancashire**

Growth Lancashire is a vehicle for partnership working, owned by several of Lancashire's Local Authorities. They recognise that by working together and pooling resources and expertise, we can deliver projects across Council boundaries to achieve faster results, value for money and attract greater levels of private sector investment.

Set up as a private company more than 15 years ago, our role is diverse and focuses on supporting businesses to grow, caring for and developing Lancashire's heritage assets, securing and delivering external funding, and promoting Lancashire and encouraging investment. We provide delivery capacity and expertise for Local Authorities and other stakeholders, including private clients. Our private sector-led Board comprises local business leaders and elected Councillors from our Local Authority partners.

Our mission is to contribute towards growing productivity, prosperity and places across the County. We are a delivery partner for Lancashire's Business Growth Hub, Boost, and proud to be associated with the Northern Powerhouse Partners Programme. Overall, our vision is for Lancashire to maximise its potential, capitalising on its economic strengths and its built and natural environment.

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### **Additional notes**

This key requirements document forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.

As a general term of employment, the employer may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the employer's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the employer reserves the right to vary your hours of work and require you to work outside the range of your 'typical working arrangements' specified in your Statement of Particulars. This will also include weekend working. The employer reserves the right at its discretion to effect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Growth Lancashire's employing body (or "host authority") is Blackburn with Darwen Borough Council. The company's offices are located at The Globe Centre, Accrington.

**Thank you for your interest in this opportunity**