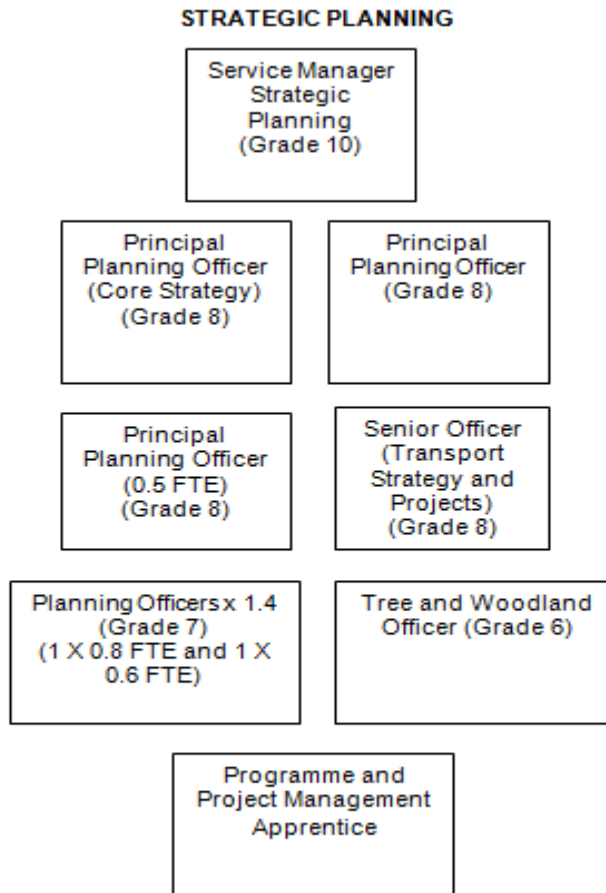


**ROCHDALE BOROUGH COUNCIL**  
**JOB DESCRIPTION**

|   |   |
|---|---|
| <b>DIRECTORATE:</b>                       | <b>ECONOMY DIRECTORATE</b>  |
| <b>SERVICE:</b>                           | <b>PLANNING</b>   |
| <b>LOCATION:</b>                          | <b>FLOOR 3, NUMBER ONE RIVERSIDE, SMITH STREET,<br/>ROCHDALE</b>  |
| <b>JOB TITLE:</b>                         | <b>TREE AND WOODLAND DEVELOPMENT OFFICER</b>  |
| <b>POST NUMBER</b>                        |   |
| <b>Grade:</b>                             | Grade 7   |
| <b>Accountable to:</b>                    | <b>Strategic Planning Manager</b> Development Manager   |
| <b>Accountable for:</b>                   | None  |
| <b>Hours of Duty:</b>                     | 37 hours per week in accordance with the Service's Work Life Balance Scheme.  |
| <b>Any Special Conditions of Service:</b> | <p>Attendance at evening or weekend meetings which will be compensated for in accordance with local conditions of service</p> <p>Casual User Car allowance is payable.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by the Council</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p> <p><b>The Council is committed to safeguarding and promoting the welfare for children, young people and vulnerable adults and expects staff to share this commitment.</b></p> |

## ORGANISATIONAL CHART



### **PURPOSE AND OBJECTIVES OF THE JOB**

To ensure the Council's statutory and discretionary duties and responsibilities with regard to the protection, enhancement and promotion of the Borough's trees and woodlands are undertaken, to provide effective advice on development proposals and corporate initiatives, to promote good tree and woodland management practices, and support and promote high quality green infrastructure urban and rural design and the image of the Borough.

To provide timely, high quality tree and woodland advice relating to sustainable woodland management and tree health to help reduce the spread of tree diseases.

To assist the preparation of statutory and non-statutory land use plans, strategies, frameworks, studies and briefs and programmes for specific areas. To participate as required in their implementation.

To assist and lead as required in the development and delivery of community forestry and green infrastructure projects through local, Greater Manchester and regional organisations and initiatives including the Pennine Edge Forest and Greater Manchester Combined Authority

To adopt a positive and proactive approach in support of a commercially minded, business focused planning service.

## **Control of Resources**

|                                  |   |
|----------------------------------|---|
| <b>Personnel:</b>                | The post holder will be responsible for the training and supervision of volunteers.   |
| <b>Financial:</b>                | Responsible for the efficient and effective use of any budgets allocated to the work of the post holder.  |
| <b>Equipment/Materials:</b>      | Responsible for any equipment and material used by the post holder or allocated to service users for their use.   |
| <b>Health/Safety/Welfare:</b>    | Responsible for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.   |
| <b>Equality and Diversity:</b>   | To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.  |
| <b>Training and Development:</b> | The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework. |

## **Relationships (Internal and External)**

### **Internal:**

- All staff within Planning and other relevant officers within the Economy Directorate.
- Relevant staff within other Council Services.
- Link4Life, Rochdale Development Agency and other partner organisations.
- Elected Members of the Council.

### **External:**

- Officers of other local authorities, the Greater Manchester Combined Authority and other public service bodies
- Members of Parliament
- Representatives of Government departments and agencies including the Forestry Commission, Environment Agency and Natural England
- Members of environmental partnerships and projects including community forests and Pennine Prospects,
- Members of the public/representatives of community groups, voluntary organisations and the business community
- Developers, specialist contractors, consultants and owners of land and buildings and their representatives.

## **Responsibilities**

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

## **Principal Duties**

1. To ensure the Council delivers its statutory and discretionary powers and responsibilities in connection with trees, woodlands and hedgerows including Tree Preservation Orders, the Hedgerow Regulations, Listed Buildings, Conservation Areas, nature conservation and environmental regulations, historic parks and gardens, townscape and urban design including the maintenance and development of existing systems and records. To lead and contribute professional technical advice as appropriate on the assessment of proposals affecting trees and woodlands.
2. Providing positive, specialist tree and woodland advice to developers, members of the public, voluntary and community groups, Members of Council, Council partners and services to ensure appropriate protection of existing trees, new tree planting, high quality tree and woodland management and reduce the spread and impact of tree diseases
3. To be responsible for the drafting of statutory and non-statutory land use plans, strategies, frameworks, studies, and briefs and programmes for specific areas including within Rochdale borough and Greater Manchester with particular regard to trees woodlands and associated environmental and technical matters. To participate as required in their implementation, monitoring and review
4. To be responsible for the development and management of the delivery of local strategies and action plans for trees, woodlands and green infrastructure
5. To be responsible for developing, managing and delivering projects to increase tree cover, improve woodland management, promote and secure tree health and encourage the sustainable use of woodlands in the borough. To lead and participate as required in preparing funding bids and managing projects and programmes to secure investment in the borough's environment through the Council and its partners including the Greater Manchester Combined Authority, community forests and Pennine Prospects.
6. To maintain effective liaison with the Forestry Commission, Natural England, the Environment Agency and other national, regional and local organisations relevant to trees, woodlands and the natural environment..
7. To lead on the preparation and dissemination of information and research relating to

good practice and regulation concerning trees and woodlands and related matters.

8. To represent the Council as required in community forestry and green infrastructure collaborative working arrangements and initiatives in the borough, Greater Manchester and regionally.
9. Ensuring professional competency, maintaining an up to date knowledge of relevant spatial planning and other relevant environmental legislation, policy and guidance and to apply this to ensure legally sound, quality and robust recommendations in accordance with legislation, the development planning framework and the Council's Delegation Scheme.
10. Presenting the Council's case at planning appeals including the preparation of statements and proofs of evidence and appearing as the Council's expert witness;
11. To effectively utilise relevant information technology and to identify and support the implementation of business improvements across the Planning Service;
12. To represent the Service at Committees, partnerships, working parties and public meetings as may be required by the Service Manager – Strategic Planning or the Service Management Team ensuring that robust and accurate information and advice is provided as appropriate .

### **Secondary Duties**

1. To provide relief cover for other team members to ensure continuity of service.
2. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
3. To work with officers of other Services as necessary concerning matters for which the post holder is responsible
4. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).

|                             |                      |      |                      |
|-----------------------------|----------------------|------|----------------------|
| Job Description prepared by | <u>Francis Comyn</u> | Date | 19 <u>March 2019</u> |
| Agreed by Postholder        | _____                | Date | _____                |
| Head of Service             | _____                | Date | _____                |
| Service Director            | _____                | Date | _____                |

**Rochdale Borough Council  
Person Specification**

|                  |                           |                      |  |
|------------------|---------------------------|----------------------|--|
| <b>Service :</b> | <b>Economy</b>            | <b>Post:</b>         | <b>Tree &amp; Woodland Development Officer</b> |
| <b>Section :</b> | <b>Strategic Planning</b> | <b>Post Number :</b> |  |
| <b>Job Ref:</b>  |                           | <b>Grade:</b>        | <b>7</b>                                       |

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

| <b>Criteria</b>  | <b>Essential (E)<br/>or<br/>Desirable (D)</b> | <b>How Identified:<br/>AF Application Form<br/>I Interview<br/>A Assessment</b> |
|--|---|---|
| <b>(a) Special Working Conditions</b>  |   |   |
| 1 Are you able to work flexibly when work deadlines have to be met?  | <b>E</b>                                      | <b>AF&amp;I</b>   |
| 2 Are you willing to undertake a certain amount of travelling in the course of your duties?  | <b>E</b>                                      | <b>AF&amp;I</b>   |
| <b>(b) Qualifications and Experience</b>   |   |   |
| 3 Do you have, or are you about to obtain, a recognised professional qualification in forestry, town planning or an equivalent landscape design or land management discipline? | <b>E</b>                                      | <b>AF&amp;I</b>   |
| 4 Have you previous experience of reading and interpreting planning application drawings?  | <b>E</b>                                      | <b>AF&amp;I</b>   |
| 5 Have you previous experience of arboricultural and forestry practice?  | <b>E</b>                                      | <b>AF&amp;I</b>   |
| 6 Have you experience of writing plans/strategies and delivering projects relating to green infrastructure, environmental regeneration or community forestry?                  | <b>E</b>                                      | <b>AF&amp;I</b>   |
| 7 Please provide details of your ability to keep accurate records and organise your workload to meet deadlines and priorities.   | <b>E</b>                                      | <b>AF&amp;I</b>   |
| 8 Please give an example of your experience of working as a team to meet targets or deadlines.   | <b>E</b>                                      | <b>AF&amp;I</b>   |
| 9 Please give details of your previous experience of handling and resolving enquiries from members of the public and professionals.  | <b>E</b>                                      | <b>AF&amp;I</b>   |
| 10 Please give details of your previous experience of using information technology in an planning environment.   | <b>E</b>                                      | <b>AF&amp;I</b>   |
| <b>(c) Skills and Knowledge</b>  |   |   |
| 11 Are you able to make sound judgements and justify these in a reasoned manner through strong oral and letter/report writing skills?  | <b>E</b>                                      | <b>AF&amp;I</b>   |
| 12 Are you capable of working under your own initiative, seeking advice where appropriate? Please provide details.   | <b>E</b>                                      | <b>AF&amp;I</b>   |
| 13 Please provide details of your ability to research and analyse historical or statistical information and how you have used  | <b>E</b>                                      | <b>AF&amp;I</b>   |

|                                  |   |   |      |
|----------------------------------|---|---|------|
|                                  | this information to prepare recommendations and reports?  |   |      |
| 14                               | Do you have the ability to manage your time and work under pressure to meet performance and work deadlines?   | E | AF&I |
| 15                               | Please give details of your ability to demonstrate numeracy and literacy skills to a high level of accuracy.  | E | AF&I |
| 16                               | Please give details of your ability to interpret plans, drawings and other supporting information submitted with planning applications.   | E | AF&I |
| 17                               | Please provide details of your ability to undertake duties flexibly across all areas of the Service.  | E | AF&I |
| <b>(d) Behaviours and Values</b> |   |   |      |
| 18                               | <p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li>• Valuing our people</li> <li>• Focusing on customers</li> <li>• Acting with integrity</li> <li>• Using time and money wisely</li> <li>• Working together</li> <li>• Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p> | E | AF/I |
| 19                               | If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.   | D | AF/I |
| 20                               | If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.   | D | AF/I |