

# **ROCHDALE BOROUGH COUNCIL**

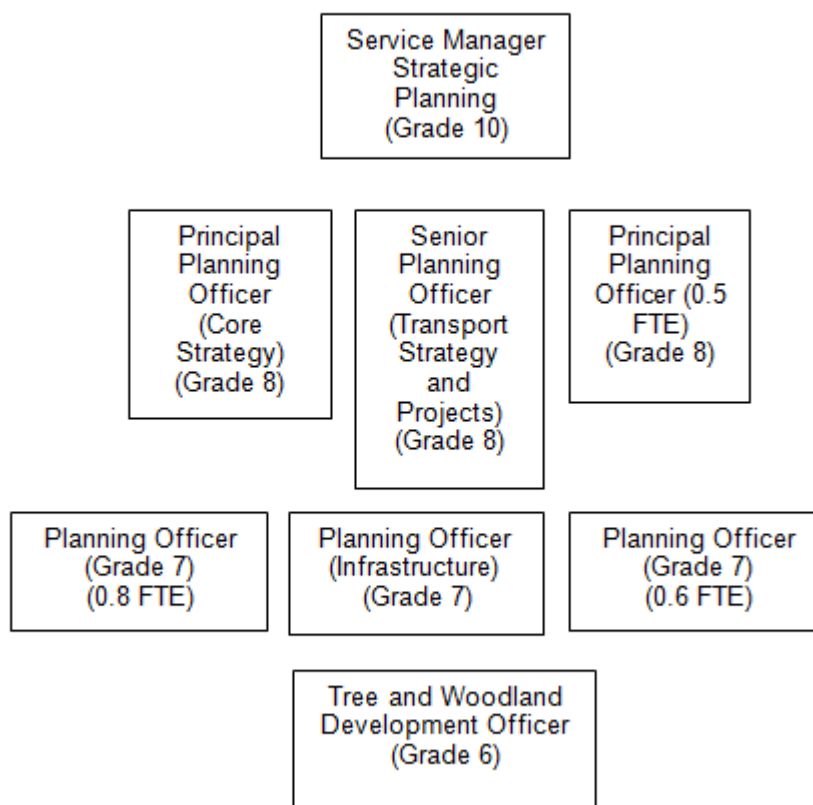
## **JOB DESCRIPTION**

<b>SERVICE</b>	<b>:</b>	<b>ECONOMY DIRECTORATE</b>
<b>SECTION</b>	<b>:</b>	<b>STRATEGIC PLANNING</b>
<b>LOCATION</b>	<b>:</b>	<b>NUMBER ONE RIVERSIDE, SMITH STREET, ROCHDALE</b>
<b>JOB TITLE</b>	<b>:</b>	<b>TREE AND WOODLAND DEVELOPMENT OFFICER</b>
<b>POST NUMBER</b>	<b>:</b>	
<b>Grade</b>	<b>:</b>	<b>6</b>
<b>Accountable to</b>	<b>:</b>	Service Manager – Strategic Planning
<b>Accountable for</b>	<b>:</b>	Temporary staff who may from time to time be assigned to specific projects and activities.
<b>Hours of Duty</b>	<b>:</b>	37 hours per week or, if subject to a job-share as agreed in writing between the post holder and management in accordance with the Authority's Scheme of Flexible Working and with service requirements including some out-of-hours working.
<b>Any Special Conditions of Service</b>		<p>Attendance at evening meetings which will be compensated in accordance with local conditions of service. Other occasional out of hours and weekend working as required.</p> <p>Casual User Car Allowance.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>This post is not Politically Restricted in accordance with current regulations.</p>

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

## ORGANISATIONAL CHART

### STRATEGIC PLANNING



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

To contribute to the delivery of a high quality and customer focussed Planning service which delivers the requirements of Government and local Council corporate priorities through assisting and leading where appropriate on:

- 1) Provision of high quality advice and professional support to ensure the appropriate protection, promotion and enhancement of trees and woodland in development proposals and regeneration projects in the Borough
- 2) Provision of advice on tree health and management to help ensure sustainable woodland management across the borough and help reduce the spread of tree diseases
- 3) Provision of expert forestry and green infrastructure input to the development 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;
- 4) The delivery of community forestry and environmental projects through the Pennine Edge Forest and other local and regional initiatives seeking to increase woodland cover, improve tree and woodland management and deliver green infrastructure priorities for the borough.

## **Control of Resources**

Personnel	: Temporary staff who may from time to time be assigned to projects and activities.
Financial	: Responsible for the effective management and monitoring of budgets related to strategies, programmes or projects relevant to the postholder's duties.

Equipment/Materials : Responsible for the efficient and effective use of equipment and materials used by the post holder.

**Health/Safety/Welfare** : Responsible for the health, safety and welfare of self and others in accordance with Service and Council Policy Statements

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

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**

- Staff within the Planning service and wider Economy Directorate.
- Relevant Officers in other Services and partner organisations.
- Members of Council.
- Committees and Working Parties of the Council
- Local Strategic Partnerships

#### **External**

- Members of the public/representatives of community groups and voluntary organisations and the business community.
- Officers of other local authorities, AGMA and other public service bodies.
- Members of environmental projects and partnerships including Pennine Prospects and community forests.
- Private, professional and technical personnel (including landowners and their representatives, arboricultural contractors, builders and developers).
- Representatives of Government Departments and agencies including the Forestry Commission, Environment Agency and Natural England
- Members of Parliament.

### **Responsibilities**

The post holder must -

- (i) Perform his/her duties in accordance with legislation, the Council's policies and procedures including Code of conduct for Members and Officers, service Codes of Practice, approved Delegation Scheme and any other policies adopted by the Service
- (ii) Perform his/her duties in accordance with Rochdale BC's Equality and Diversity Policy.

- (iii) Ensure that Rochdale BC's commitment to public service orientation, equality and diversity 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**

To assist and lead as appropriate on:

- 1 Providing policy advice and appropriate professional and technical support in respect of trees and woodland to facilitate the efficient and effective processing of preliminary enquiries, planning applications and appeals ensuring that statutory requirements are fully complied with and national and local performance targets are exceeded;
- 2 Procedures in respect of making, administering and managing Tree Preservation Orders, the Hedgerow Regulations and works to trees in Conservation Areas;
- 3 Providing specialist tree and woodland advice to developers, members of the public, voluntary and community groups, Members of Council, Council partners and service to ensure appropriate tree planting, high quality tree and woodland management and reduce the spread and impact of tree diseases;
- 4 Providing input to the development 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, monitoring and review;
- 5 The preparation, management and delivery of projects to increase tree cover, improve woodland management, promote tree health and encourage the use of woodlands in the borough through the Pennine Edge Forest and other local and regional partnerships, projects and programmes to secure investment in the borough's environment;
- 6 The preparation, delivery and review of Township Green Infrastructure Action Plans;
- 7 Contributing to the development and delivery of AGMA collaborative working and delivery programmes in respect of environmental matters;
- 8 To represent the Council as required in community forestry and green infrastructure partnerships and initiatives in Greater Manchester and the wider region;
- 9 The preparation, management and dissemination of information and research relating to forestry, environmental issues and related matters;
- 10 Budget and financial management for programmes and projects for which the post is responsible for management and delivery individually or as part of a project team;

- 11 Prepare project plans relating to the above and to advise on financial costs and budget implications and prepare risk assessments and assist in managing risks;
- 12 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.
- 13 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;
- 14 To effectively utilise relevant information technology and to identify and support the implementation of business improvements across the Planning Service;
- 15 To attend Committees, partnerships, working parties and public meetings as may be required by the Service Manager – Strategic Planning or the Service Management Team.

### **Secondary Duties**

- 1) To provide relief cover for other team members to ensure continuity of service.
- 2) To participate in in-service training (both as a trainer and trainee) to ensure that staff within the service and / or Members of Council, colleagues from other Services are properly trained on planning matters.
- 3) To undertake such other duties and responsibilities of an equivalent nature as may reasonably be determined by the Service Manager – Strategic Planning or the Service Management Team in consultation with the post holder and, if she / he wishes, his / her trade union representative.

Job Description prepared by : Francis Comyn Date :

Agreed by Postholder : Date :

Line Manager : Francis Comyn Date :

Head of Service : Mark Robinson Date :

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Economy</b>	<b>Post:</b>	<b>Tree and Woodland Development Officer</b>
<b>Section :</b>	<b>Strategic Planning</b>	<b>Post Number :</b>	<b>PLSP00000007</b>
<b>Job Ref:</b>		<b>Grade:</b>	<b>6</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.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>Special Working Conditions</b>		
1 Are you able to work flexibly when work deadlines have to be met?	E	AF and I
2 Are you willing to undertake a certain amount of travelling in the course of your duties?	E	AF and I
<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?	E	AF and I - check qualification at interview if applicable
4 Please provide details of your ability to keep accurate records and organise your workload to meet deadlines and priorities	E	AF and I
5 Please give an example of your experience of working on your own initiative and as a part of a team to meet targets or deadlines	E	AF and I
6 Please give details of your previous experience of handling and resolving enquiries from members of the public and professionals	E	AF and I
7 Please give details of your experience of arboricultural and forestry practice, including the use of information technology in a planning environment	E	AF, I and A
8 What experience of writing plans/strategies and delivering projects relating to green infrastructure, environmental regeneration or community forestry do you have?	E	AF, I and A
<b>Skills and Knowledge</b>		
9 Please provide details of your ability to research and analyse historical or statistical information and how you have used this information to prepare recommendations and reports.	E	AF and I
10 Please give details of your ability to demonstrate numeracy and literacy skills to a high level of accuracy	E	AF and I
11 Please give details of your ability to interpret plans, drawings and other supporting information submitted with planning applications	E	AF, I and A
12 Please provide details of your ability to undertake duties flexibly across all areas of the Service	E	AF and I

13	How would you make sound judgements and justify these in a reasoned manner through strong oral and letter/report writing skills?	E	AF, I and A
<b>Behaviours and Values</b>			
14	<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
<b>Armed Forces</b>			
15	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF/I
16	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