**Job Capsule Supplementary Information: Tree & Landscape (Planning) Officer**

**This supplementary information for Planning Officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Family……Place Technical…….. Job Zone ………2………. Level……3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

The Tree Officer (Planning) post is primarily responsible for processing TPO applications and Conservation Area notifications. They will also be responsible for investigating unauthorised works to trees and providing formal advice on planning applications. The applicant will be working outside the office on a daily basis and using the M3 planning system. The ability the identify tree species and common pests and diseases is essential and experience of working for a Local Authority desirable. Preparation of evidence for appeals including presenting at public enquiries/hearings, correspondence and other duties as may be required. A working knowledge of BS5837:2012 is required.

**Example outcomes or objectives that this role will deliver:**

* The post-holder will take responsibility for effective negotiation, stakeholder involvement and conflict resolution to ensure high quality and innovative outcomes that reflect Council wide objectives and policies
* securing community benefits through legal agreements to be invested in the borough’s built environment and infrastructure
* to ensure all Development Management decisions relating to tree and landscape issues comply with relevant legislation, statutory and other Council plans, policies and guidelines and that these decisions can effectively defended in planning appeals as necessary
* to seek to ensure that all reports, correspondence, written and telephone enquiries and complaints are dealt with within target response times and that quality and content meet required standards

**People Management Responsibilities:**

* None

**Relationships:**

* Reports to the Planning Enforcement Manager and Head of Development Management Service.
* Partnership working with other regulatory services within the council and elsewhere e.g. pollution control, transport planners, private sector housing, street environment services, major land owners, developers and applicants; with residents/amenity groups and elected members.

**Work Environment:**

Predominantly office based with external meetings and site visits. Willingness to work outside normal office hours on occasion is essential.

**Technical Knowledge and Experience:**

Essential

* Minimum level 3 arboricultoral qualification.
* Excellence in customer care
* Experience of working within Development Management in a local authority environment
* Knowledge of current arboricultural & landscaping best practise.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure**