**Job Profile Information:** *Tree**Planting Officer*

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

**Job Level 4 Zone 1.**

**Camden Way Category 4**

**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:**

*(one or two sentences that describe what this job is about)*

The Tree Planting Officer will own and deliver the councils high profile tree planting strategy - a key aspiration for the Council’s Climate Action Plan. The post will develop the annual tree planting programme, provide advice to internal and external stakeholders on delivering quality tree planting in their projects, secure additional funding streams to maximise the number of trees we plant, represent Camden on the HS2 tree panel and respond to key stakeholders and scrutiny of the programme.

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

1. Delivery and reporting on actions of the councils tree planting strategy to the Tree Manager, Head of Green Spaces as well as direct contact with the relevant Cabinet member and scrutiny committee.
2. Successfully deliver the annual tree planting programme which will see a minimum of 600 trees, 250 of which will be in new locations, on time and to budget.
3. Successfully delivery a 3 year post planting aftercare programme for each tree planted and monitor survival rates
4. To manage contractors and monitor contractor performance to ensure the annual tree planting programme and any additional projects are effectively implemented and comply with Council regulations and procedures.
5. Financial management and budget monitoring and reporting to support programme delivery.
6. Maximise numbers of tree planted by identifying and securing external funding.
7. Manage and plan engagement with ward members to ensure they are engaged and supportive of the programme in their areas.
8. Where necessary to undertake procurement of services and works and comply with procurement policy and procedures
9. To manage appropriate consultation, communications and engagement with local communities in relation to tree planting projects, to ensure stakeholders are well- informed, and to support delivery of the tree planting communications plan.
10. To investigate, manage and respond to enquiries made by internal and external stakeholders: MPs, Councillors, internal clients, statutory utilities, private business, resident groups and Government. Within corporate time limits, using different formats depending on the situation and nature of the enquiry.
11. To provide technical advice and support on the design and implementation of projects and site management with regards to tree planting, aftercare and future maintenance.
12. To abide by the Council’s tree policy at all times when recommending work and providing advice to other department or the public in respect of council managed trees and projects.
13. To write technical reports using information from a wide variety of sources, drawing conclusions and using them to inform recommendations for tree planting and management.
14. Represent Camden on the tree panel which makes contentious decisions on tree removal with HS2 and local residents.
15. Arrange tree planting and monitor Camden’s assurances with HS2 to make sure they are upheld and all trees removed are replaced.
16. Be prepared to be part of the 24 hr emergency call out system.

**People Management Responsibilities:**

*(Number of reports, nature of management responsibility)*

*None*

**Relationships;**

*(Nature of relationships and partnerships e.g. internal, external, and level)*

* Liaise with officers within the Council (planners, highway engineers and CIP officers) – negotiating, influencing, advice
* Term tree work contractors – supervising, instructing, influencing, motivating
* Suppliers of equipment and trees – negotiating.
* Outside agencies and Statutory Bodies – influencing, negotiating, advice, change, information exchange
* Members of the public and local groups – advice, negotiating, influencing, motivating change.
* Police and other emergency services – advice, information exchange
* Council Members – influencing, advice.
* Members of Parliament - information exchange

**Work Environment:**

* The post holder will be expected to manage a dynamic and challenging programme of work which will require long term planning and a high degree of organisation with minimal direction.
* The post holder will be based at 5 Pancras square but is required to be flexible in working across the council.
* The job requires flexibility with regard to the multiple Green spaces within Camden.
* The post works across the public realm and Green Spaces that are based within an inner city environment -– Highways, Housing, Parks & Education sites.
* Works will sometimes take place outside of normal office hours evenings and weekends.
* Completing site inspections and monitoring outside.
* Lone working including in some isolated sites.

**Technical Knowledge and Experience:**

**(***E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)*

* The candidate must hold a level 3 qualification in arboriculture as a minimum, but preferably a level 4 or 5, with extensive experience in the arboricultural industry.
* Excellent written and verbal communication skills with the ability to express and present complex information accurately, clearly and concisely both orally and in writing to a range of audiences including senior management, councillors, stakeholders and members of the community.
* Able to work closely with elected members and participate in public meetings.
* Ability to undertake visual tree assessments to identify defects and assess their impact on tree safety, and make appropriate recommendations for tree work.
* Proven experience in effectively managing a tree planting programme in an urban environment.
* Experience in contract monitoring and management, dealing with contractors and sound technical knowledge of the range of services delivered by trees and green spaces.
* Experience of procuring contractors to deliver tree planting programmes.
* Excellent track record of financial management, budget control and experience of delivering services within financial limits.
* Experience in tree species selection to maximise services delivered to the public and limit disservices.
* Excellent pest & disease identification.
* Excellent customer service skills, with the ability to communicate to a wide range of audiences using a variety of methods.
* Has an in-depth understanding of the effects of trees on shrinkable clay soils and buildings, and their management.
* Knowledge of and application of British Standards and other best practice in relation to trees.
* Excellent knowledge of tree related legislation and its application.
* Experience using Confirm Arboriculture or another asset maintenance data base for the management of trees.
* Experience using a Geographic Information System would be desirable.
* Excellent organisational skills - ability to manage conflicting priorities, handle a busy workload and meet frequently changing deadlines.
* Experience in coordinating tree related emergencies.
* Able to prioritise workloads and manage time to meet deadlines.
* Ability to work on your own initiative with minimum supervision and as part of a team.
* Willing to work evenings and weekends when required.

**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**