



Job Description

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St. Helens Council

Post:	Trees & Woodlands Officer
Department:	Place Services
Grade:	SCP 26 – 28
Responsible to:	Countryside Development and Woodlands Officer
Purpose of the Post:	To give professional advice on matters relating to trees, landscape and open spaces.

Duties and Responsibilities:

1. Provide professional advice on issues, policies and proposals affecting trees, landscape and open spaces.
2. Manage and maintain data on trees and woodlands.
3. Implement Tree Preservation Orders where appropriate.
4. Provide advice in relation to trees, landscaping, open spaces and related matters for development proposals, including works affecting tree preservation orders.
5. To liaise outside and represent the Council on issues relating to trees, landscape and open spaces.
6. To provide advice and support on the development of planning policy.
7. To represent the Council at planning appeals.
8. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
9. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
10. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.
11. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.



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12. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
13. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.
14. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards that they require. To ensure that the code and required standards of conduct are maintained amongst employees within the remit of the post.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: January 2019