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| Trees and Woodlands Officer  **SALARY GRADE: HBC7** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible working arrangements available * Car leasing schemes * Essential Monthly Car User Allowance   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job This role involves working within the Council’s Environment Service in the delivery of land asset management and a high quality open spaces. You will contribute to the continued delivery of the Council’s objectives for the care and management of the council’s trees, woodlands and nature reserves alongside other elements of the Environment Service portfolio, including the delivery of a safety inspection programme for HBC owned trees. | |
| The role contributes to the delivery of continuous improvement in the quality and efficiency of service within the Environment Service and is responsible for the maintenance, development and effective operation of performance management systems to ensure that work is appropriately monitored and evaluated against set criteria and standards.  More specific responsibilities include:   * Assisting the Environment Manager to maintain and facilitate the planning, control and monitoring of all works within the Environment Service and to be the main point of contact for issues relating to trees and woodlands. * Attending meetings, sometimes out of hours, such as Area Forums, Neighbourhood Groups, Allotment Societies and other interested parties to report on issues and to take requests for service. Visiting individuals upon request to look into issues, problems and requests. Assisting the Environment Services Manager in the handling and resolution of all enquiries from members of the public relating to the delivery of the service. * Contributing to the provision of data in relation to performance management requirements of the service with due regard for data capture, analysis, verification and reporting. * Operating and administering the Environment service IT systems and work planning programmes and to record all inspections on the Divisions systems to ensure effective reporting. * Assisting the Environment Services Manager to compile accurate data for the purpose of Benchmarking the Environment Service in order to demonstrate efficiency and effectiveness. * Being an Environment Service point of contact for insurance claims made against the Council that fall within the remit of the Environment Service. To ensure that claims are dealt with in a timely manner and to track the progress of claims. To attend Court hearings, as the Council’s representative to give expert witness testimony in relation to claims made against the Council. * Developing the council’s tree strategy and providing advice and guidance in relation to trees and woodlands including advice in relation to tree preservation orders and planning applications and consent. * Developing work plans and managing the Arboricultural team, ensuring that works are carried out within agreed schedules and driving council fleet vehicles to access areas such as major trunk roads and busway. * Carrying out investigations into potential disciplinary incidents and to making recommendations to the Head of Environment Services following these investigations. * Assisting in the preparation of bids for and to secure and maintain Green Flag Awards for public parks and pursuing industry awards for the Environment service in order to demonstrate excellence. * Monitoring allocated revenue budgets to ensure an effective service delivery in compliance with the Council’s Standing Orders and being responsible for ensuring that works completed by external providers are of the required standard and to manage small-scale external contracts. * Verifying and certifying the primary documentation relating to procurement of goods and services. * Assisting in the establishment and implementation of consultation procedures for a wide range of stakeholders including local community groups and customers to maintain a customer focused organisation with continuing high ratings of customer satisfaction in surveys. * Assisting in the development of partnerships with a range of organisations in order to bring additional resources into the management of open spaces, assisting the service to deliver its aims and objectives. * Enforcing relevant byelaws. Issuing fixed penalty notices in relation to the ‘Public Spaces Protection Orders’,‘Dog Control Orders Regulations 2006’, the ‘Clean Neighbourhoods and Environment Act 2005’ and ‘Section 87 Environmental Protection Act 1990’ offences. Attending court to give evidence in support of prosecutions related to those acts. * Providing advice and guidance in partnership with the corporate landlord, for the adoption of open space areas from third parties including all necessary inspections, negotiations, and formal adoption procedures. * Liaising with staff at all levels within Halton Borough Council to provide a holistic approach to council services and providing cover for the Open Spaces Officers during periods of absence. * Working closely with other teams within the Environment Services to ensure the delivery of a best value service which has a neighbourhood focus. * Participating in the out of hours call out arrangements for the Community and Environment centre of excellence, on a rota basis. * Other duties (within the qualifications and experience of the postholder) as required by the Head of Environment Services, including cover for absent colleagues. | |
| About You | |
| You will be educated to HNC, RFS (Royal Forestry Society) – Level 1 or above.  In addition you will have experience in the following:   * Management of small scale contract works. * Writing of Management Plans, Work Programmes and Reports. * Working within partnerships with external organisations. * Performance management and handling insurance related claims and correspondence * Use of GIS data systems * A previous Supervisory or managerial role   You will also be able to demonstrate the following skills/abilities:   * Good organisational, interpersonal skills and an understanding of the importance of customer care * a good knowledge of horticultural practice, arboriculture, nature conservation or other land based industry skills. * Good keyboard skills   As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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