

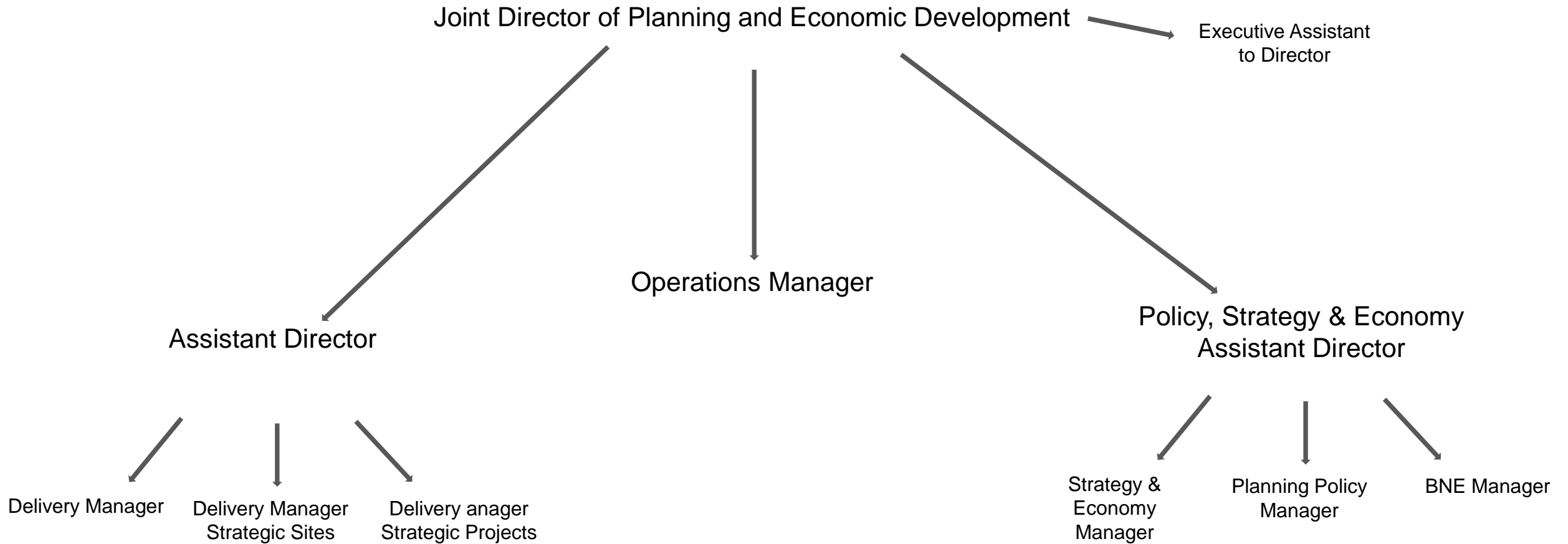
**1. Please provide the most recent job description (duties and responsibilities and skills) for the Tree or Arboricultural Officer or equivalent (with date it was written).**

**2. Please also provide an organogram of the authority which shows the structure of the planning department, and also shows the Tree or Arboricultural Officer (or equivalent) in context.**

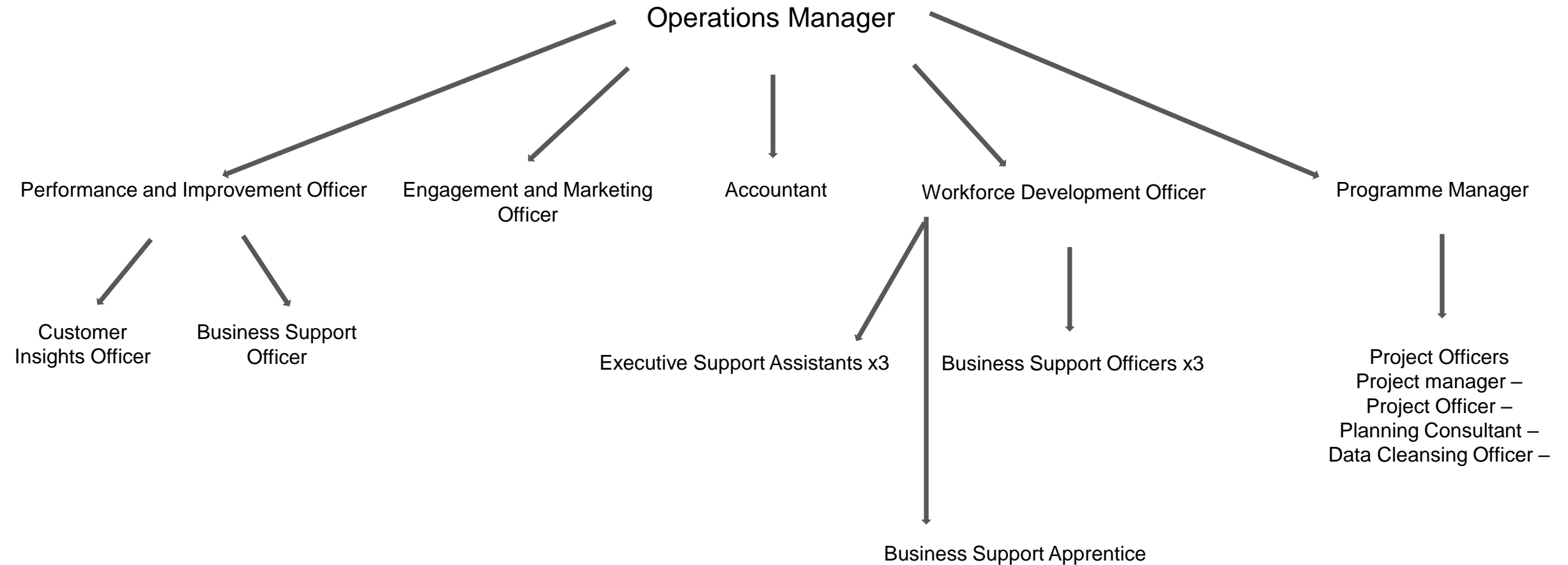
Please see attached Structure charts for Environmental Services and Planning (Please note planning is a shared service with South Cambridgeshire District Council who are the employing authority.) and Job description for the Arboricultural Officer

Further queries on this matter should be directed to [foi@cambridge.gov.uk](mailto:foi@cambridge.gov.uk)

# Management Structure



# Operations Team

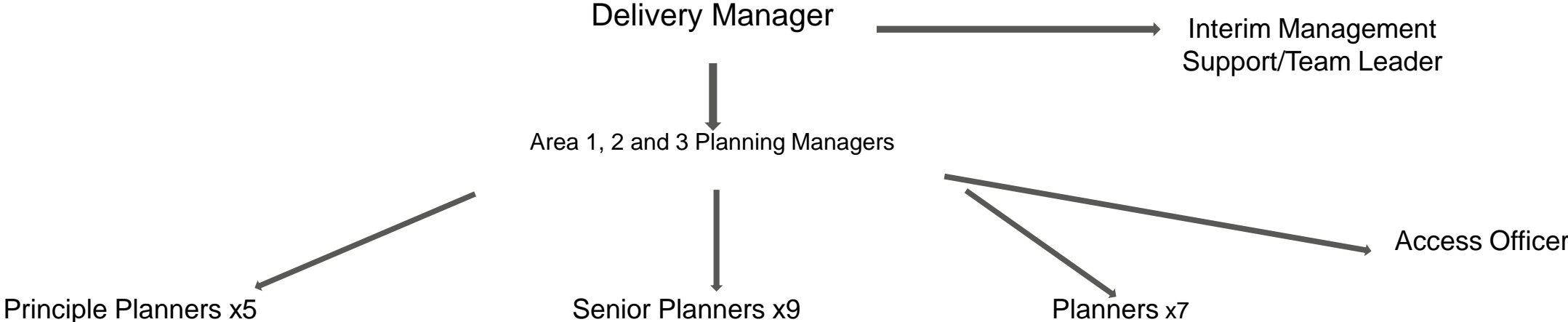


# Delivery - DM

Assistant Director



**GREATER CAMBRIDGE**  
SHARED PLANNING

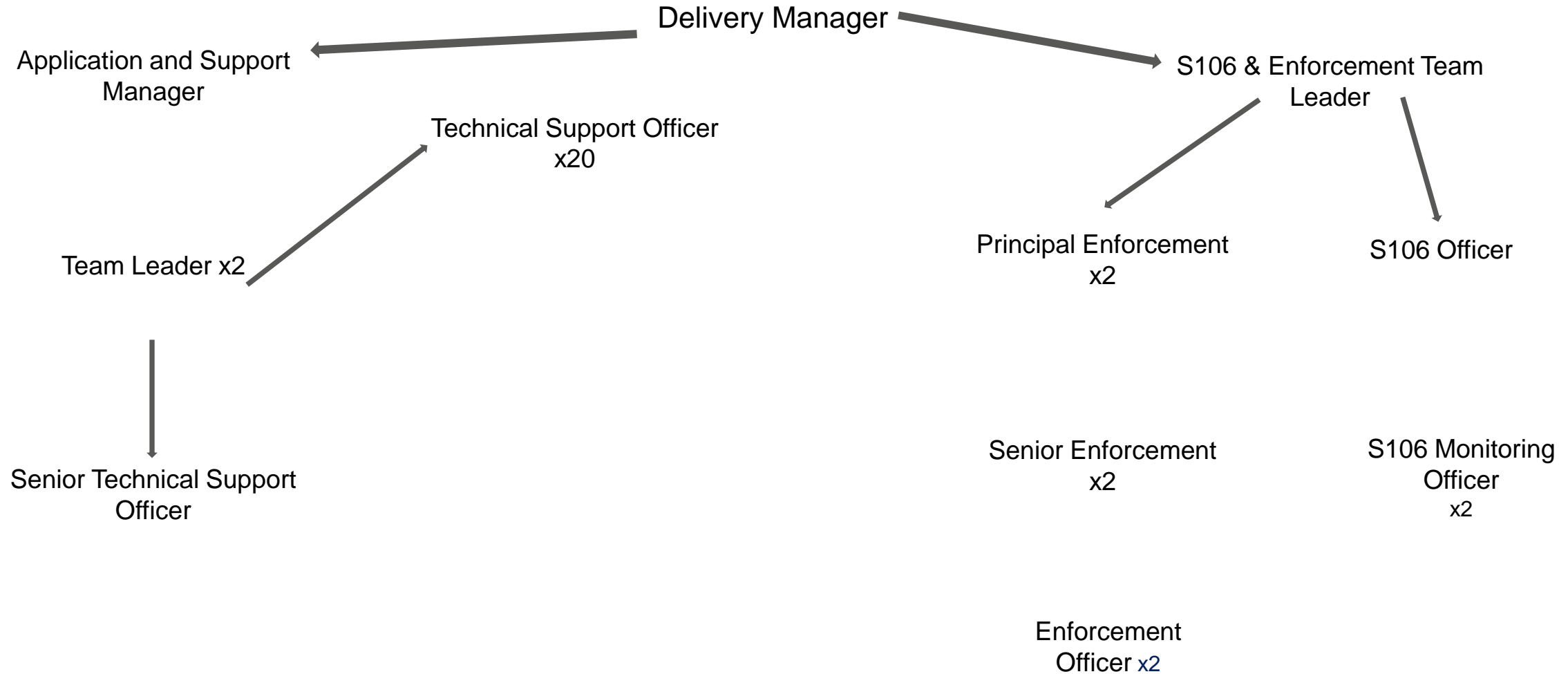


# Delivery – DM continued;

Assistant Director



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# Delivery – Strategic Sites



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Assistant Director

Delivery Manager Strategic Sites

Delivery Manager Strategic Projects

Principal Planner  
x7

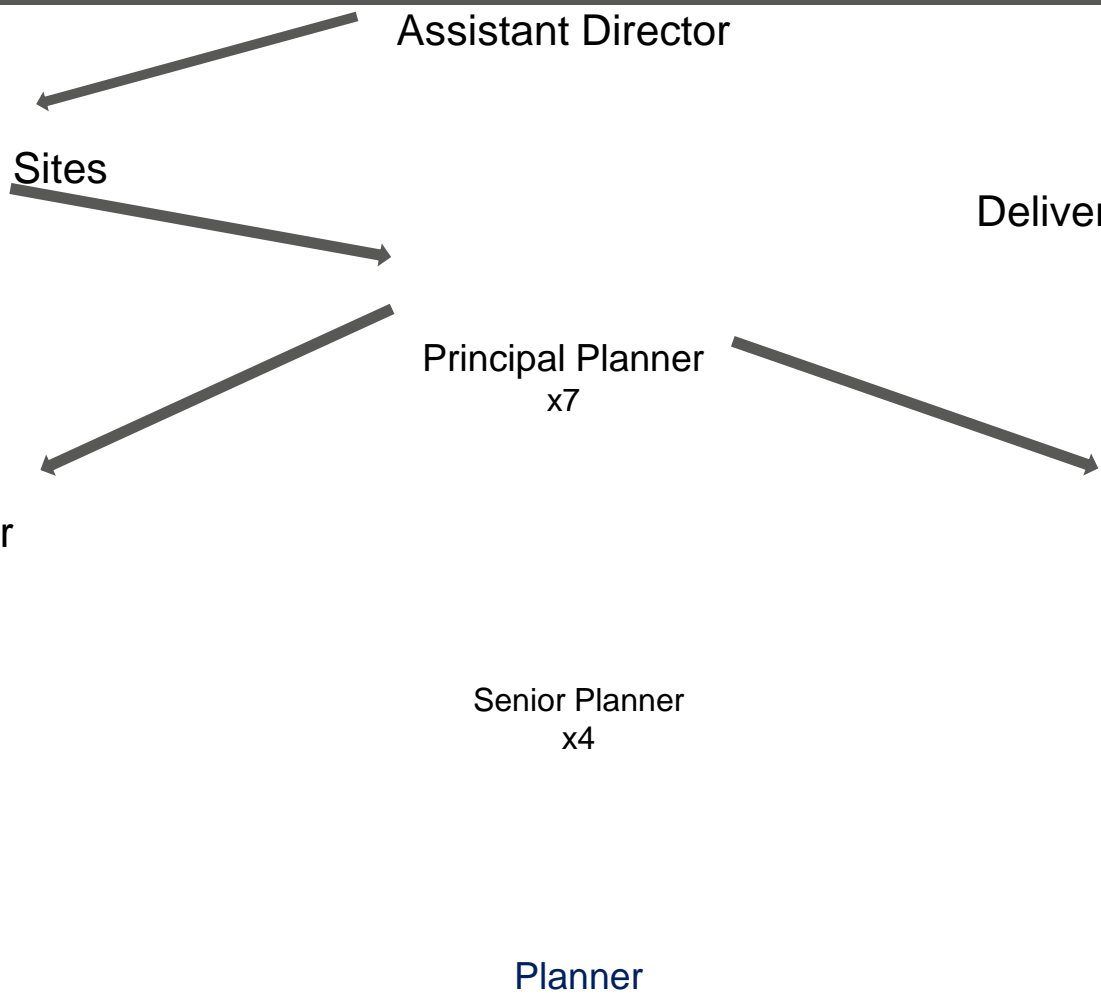
Executive Support Officer

Programme Manager

Graduate Assistant

Senior Planner  
x4

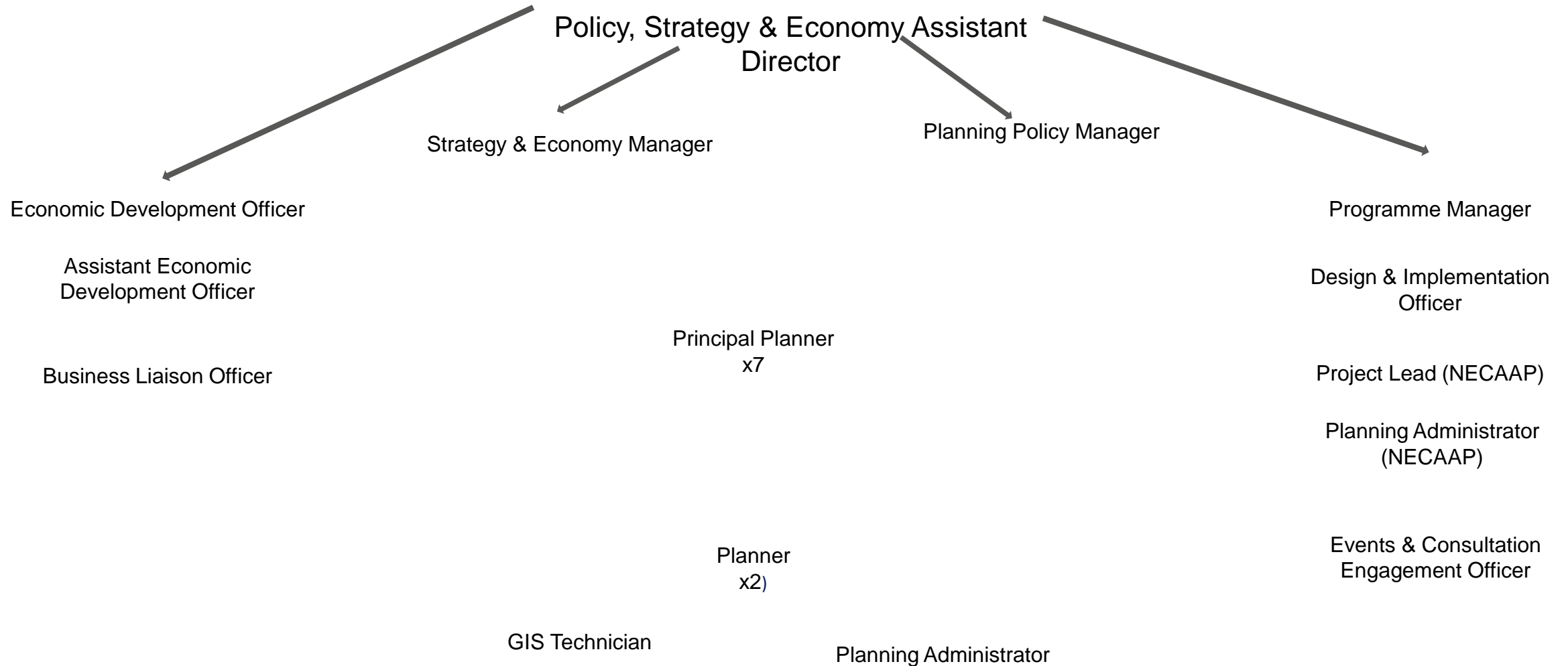
Planner



# Planning Policy, Economy & Strategy



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SHARED PLANNING



# Management Structure



BNE Manager

Natural Environment Team  
Leader

Build Environment Team Leader

Historic Environment Team Leader  
Christian Brady

Principal Landscape  
Architect  
x2

Ecologist

Principal Urban  
Designer  
x4

Principal  
Sustainability Officer

Principal Conservation  
Officer  
x4

Senior Landscape  
Architect

Trainee Ecologist

Senior Urban Designer

Senior Sustainability  
Officer

Senior Conservation  
Officer  
x2

Landscape Architect

Tree Officer

Urban Designer  
x2

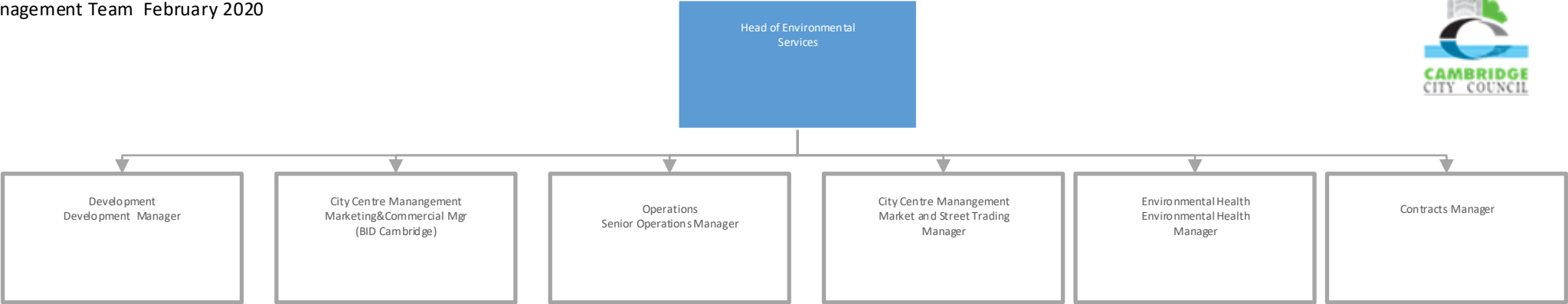
Tree Assistant

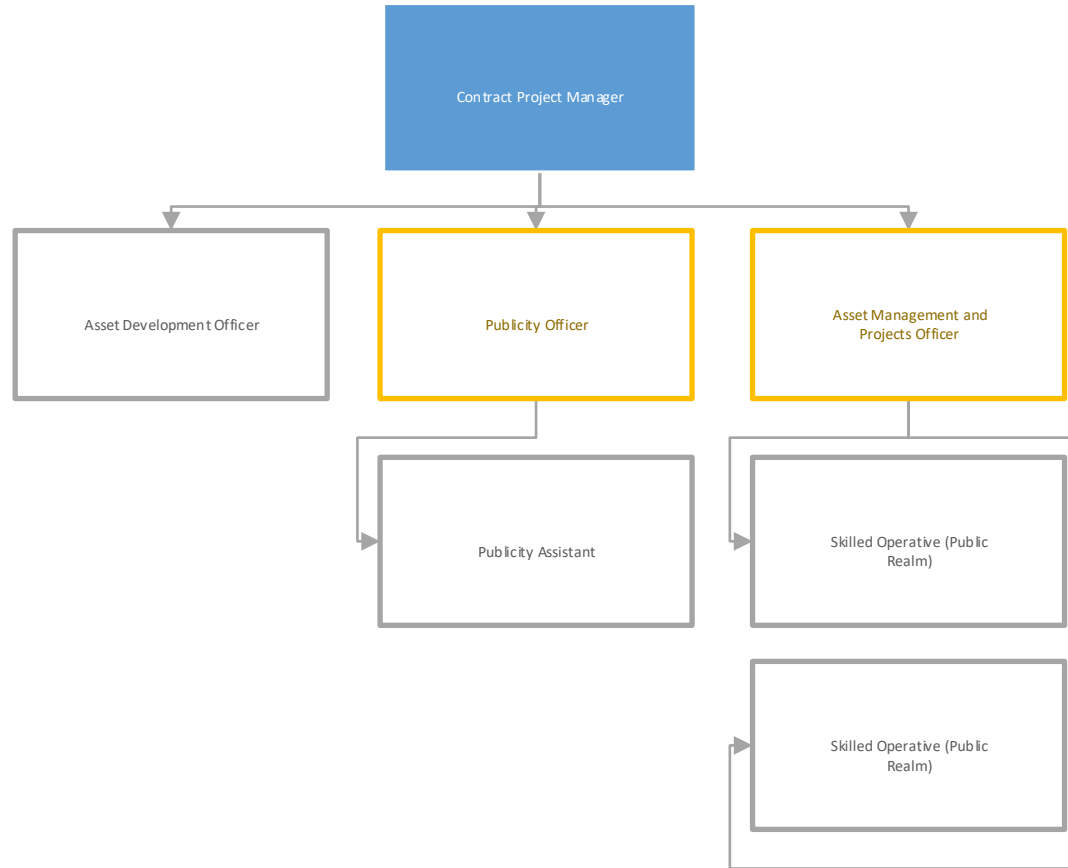
Special Project  
Officer

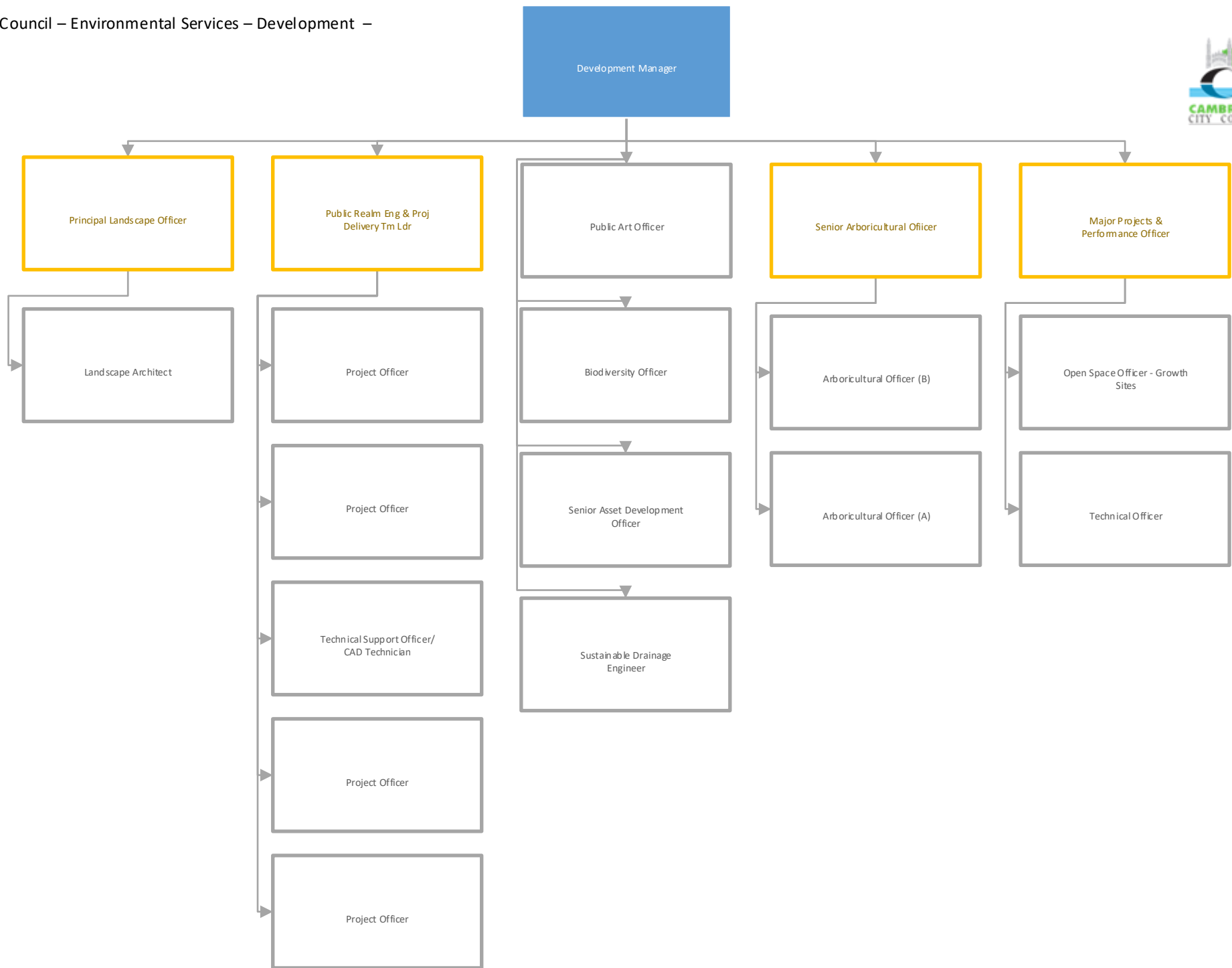
Trainee Conservation  
Officer

External Consultant  
x5









# CAMBRIDGE CITY COUNCIL

## JOB DESCRIPTION

**JOB TITLE:** Senior Arboricultural Officer     **POST NUMBER:** A1309  
**DEPARTMENT:** Environment                             **SERVICE:** Streets & Open Spaces  
**GRADE:** 7     **LOCATION:** Mill Road Depot and  
   others as required  
**REPORTS TO:** Development Manager             **DATE PREPARED:** 15 Dec 2014

### JOB PURPOSE

To be responsible for managing and leading the delivery of a high performing, value for money, customer focused arboricultural service to the City Council and its partners,

To champion the conservation, enhancement and management of the City's tree stock as a vital community asset.

To ensure the City Council fulfils its statutory duties and corporate objectives relating to the management of the City's tree stock and the establishment of a high quality and sustainable public realm environment.

### MAIN ROLES & RESPONSIBILITIES

1. Develop, implement and review policies, plans and procedures for the effective protection and management of the City's tree stock.
2. Promote and support best practice in arboriculture services throughout the City Council and its partners.
3. Review, develop and manage external contracts, including tree maintenance/management and consultancy services, to ensure provision of a value for money, high quality and responsive service.
4. Manage the development and delivery of a tree asset management system, including customer contacts, inspections, contractual works and statistical analysis.
5. Raise community awareness of the value of trees and arboricultural best practice.

6. Support the active engagement of the community in the management of the City's tree stock.
7. Provide technical arboricultural advice and input in respect of planning policies, development briefs, design guides and development proposals, including pre-application consultations and condition discharges; and in fulfilling role of 'expert witness' at appeals, both in written form and person.
8. Lead the delivery of the City Council's statutory duties relating to the management of Tree Preservation Orders, trees in Conservation Areas and Hedgerow Regulations, including the determination of tree work applications and making and reviewing TPOs.
9. Engage with all relevant stakeholders and negotiate effectively on behalf of the Council to ensure the delivery of high quality development.
10. Set and manage revenue and capital budgets for tree management and planting to ensure a value for money, quality service is delivered at all times.
11. Lead the implementation of new systems, guidance, practices and procedures to facilitate the continuous improvement of the arboricultural service in accordance with best practice.
12. Resource, control, lead and co-ordinate staff including performance and development to secure the efficient and effective delivery of the service in line with the service plan and performance standards.
13. Carry out any other duties as required by your line manager from time to time in accordance with the grading of the post.

#### **DIMENSIONS:**

Hours: 37

People: 1-2 direct reports

Finance: c£200k  
 Budget  
 Accounting  
 Monitoring

Liaison: Senior Officers and Members, government officials, developers, agents, consultants, contractors, general public and the media.

# CAMBRIDGE CITY COUNCIL

## PERSON SPECIFICATION

	Essential (E)	Desirable (D)	Assessment Method
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Experience of commenting upon and dealing with a wide variety of planning applications.</li> <li>• Degree or Post Graduate qualification in Landscape Architecture, Landscape Design or equivalent.</li> <li>• Professional Diploma in Arboriculture or National Diploma in Arboriculture.</li> <li>• Landscape Institute Part IV examination (or equivalent)</li> <li>• Proven post qualification experience at an appropriate level in Landscape Architecture and Arboriculture.</li> <li>• Proven experience of managing and co-ordinating complex and sensitive projects including day-to-day monitoring.</li> <li>• Fully conversant with current legislation, regulations and guidance, including CDM and Health and Safety.</li> <li>• Familiar with planning legislation and guidance.</li> <li>• Familiar with contract procurement and administration.</li> <li>• Direct experience of managing Contractors.</li> </ul>	E		AF/BI
<ul style="list-style-type: none"> <li>• Management responsibility of staff and budgets.</li> <li>• Working within a local authority</li> <li>• Working within the public/residents groups.</li> </ul>		D	AF/BI
<p><b>SKILLS &amp; COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Ability to manage conflicting demands and pressures on self and members of the team.</li> <li>• Creative thinking and ability to generate ideas.</li> <li>• High quality drawing and presentation skills both written and oral. Including: <ul style="list-style-type: none"> <li>• extensive experience of well written and presented reports and presentations to a range of audiences.</li> <li>• proven ability to provide an input to key meetings.</li> <li>• ability to communicate well with the public.</li> </ul> </li> <li>• Basic IT skills (word processing, internet and email)</li> <li>• Good negotiation skills to secure agreements with developers and key stakeholders.</li> <li>• Awareness of political sensitivity.</li> </ul>	E		AF/BI

<ul style="list-style-type: none"> <li>• Good IT skills (Computer aided design, MS Project, Powerpoint etc)</li> <li>•</li> </ul>		D	AF/BI
<b>EDUCATION</b> <ul style="list-style-type: none"> <li>• Degree or Post Graduate qualification in Landscape Architecture, Landscape Design or equivalent.</li> </ul>	E		AF/BI

**Assessment Key:**

AF – Application Form

BI – Interview

RF – References

WS – Work Sample

AT - Ability Test

PT – Psychometric Assessment

## Cambridge City Council Competency Framework (What we expect of our Managers)

Our competency framework is important to the Council and it is seen as a vital part of what makes us successful. The framework will help a manager to work collaboratively as 'One Council' in support of corporate objectives as well as contributing towards operational plans and policies. It will also encourage and support the way we engage and effectively manage our people, teams, resources and keep up to date with new developments to ensure that the Council is providing innovative customer focused services to agreed standards. Below is our competency framework:

### Corporate and Strategic focus

- Showing commitment to the direction and performance of the organisation
- Being a role model for 'one-Council' approach
- Having an outward looking, long-term approach to develop and deliver the vision for the Council
- Aware of external environment and its impact on the Council

### Managing resources and delivering results

- Generating transformation and savings whilst delivering day-to-day performance and making work as simple as possible
- Ensuring a culture of customer focussed working
- Achieving measurable results and continuous improvement Effectively managing projects and procuring services
- Delivering on service and corporate objectives to high standards, on time, on budget.
- Building on our partnership approach to delivery and improvement.
- Creating and communicating long term organisational vision

### Managing and Developing people and teams

- Building capability and capacity in people and teams
- Managing and motivating a high performing workforce
- Influencing people and teams to take managed risks and developing their entrepreneurial and commercial capability.
- Communicating the Council/Service purpose and vision to engage the workforce, so that they understand their role in contributing to organisational success
- Taking personal responsibility for decisions and actions and the consequence of these
- Being transparent and accountable
- Being flexible, dynamic and can-do

### Managing change

Understanding and applying sound principles for the management of change

- Supporting service and departmental change and helping teams to maintain performance through periods of change
- Supporting a culture that is flexible and makes the most out of the opportunities arising from change
- Taking the opportunity to challenge the status quo and taking managed risks in order to provide services in better or more cost effective, innovative ways

### Political knowledge and sensitivity

- Maintaining open, trusting working relationships with members of all groups
- Sensitivity to political considerations
- Ensures members have information and advice to operate effectively

### Customer focus

- Ensuring the delivery of customer focussed services on behalf of the Council
- Working as 'one council' to ensure residents receive seamless information and services
- Ensuring that we meet customers' needs and get it right first time
- Prioritising work that makes a real difference to customers' and residents' lives
- Ensuring that we listen to and act on customer concerns and handle issues sensitively
- Giving internal customers the same high standards we deliver externally

### Influencing/ negotiating and working with others

- Building effective relationships at individual, group and organisational levels and with partners
- Influencing others to gain support for ideas and commitment for particular courses of actions
- Taking every opportunity to involve residents in decision making about service needs

### Respecting diversity and equality

- Recognising, valuing and celebrating our diversity
- Recognising the benefits of difference