

JOB PROFILE

Job Title:	Tree Officer
Service Area:	Greenspace
Grade:	Grade 7
Reporting Manager:	Senior Tree Officer
Direct reports:	None

Job summary:

To deliver the day-to-day management of the Council's tree stock by coordinating works, responding to enquiries, and maintaining accurate records, ensuring safe, efficient, and compliant arboriculture operations.

To support the Senior Tree Officer in the effective delivery of the Council's arboriculture service and wider tree management objectives and the ongoing maintenance of a safe and sustainable tree stock across the district.

Key responsibilities:

Coordinate and administer routine tree works across the Council's tree stock.

Respond to and manage tree-related enquiries and service requests.

Raise, schedule and track work orders to ensure timely completion.

Maintain accurate tree asset data, records, and work programmes.

Liaise with contractors to monitor contractor performance against specifications, quality and H&S standards. Reporting issues arising.

Apply arboriculture knowledge to support service delivery, working within established procedures and guidance.

Ensure all works comply with relevant legislation, policies, and health & safety requirements.

Maintain and update management systems and documentation.

Support accurate reporting and audit trails.

Prioritise and programme works based on risk and service demand.

Resolve routine operational issues and escalate where required.

Independently assess tree-related issues and risks.

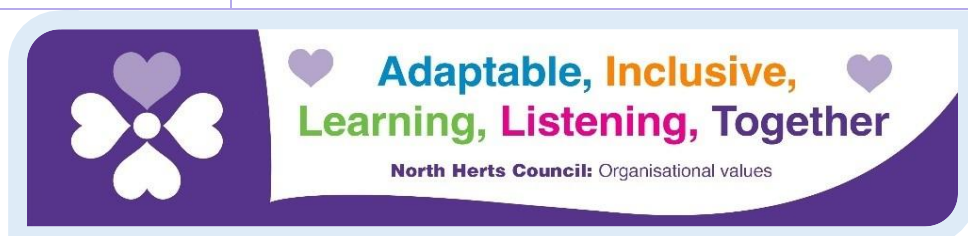
Provide technical advice to colleagues, contractors, and customers

Support service improvements and operational planning

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/general-responsibilities-for-employees)

Key Requirements:		Essential desirable
Qualifications:	Level 3 arboricultural qualification (or equivalent) or working towards	E
	Level 4 arboricultural qualification (or equivalent) or be working towards or relevant experience demonstrating equivalent competency.	D
	A strong commitment and willingness to continuing professional development in arboriculture	E
Job related experience & knowledge:	Strong working knowledge and practical experience in arboriculture, legislation, and risk management and familiar with industry standards and guidance	E
	Experience coordinating works and applying professional judgement when assessing tree related issues.	E
	Providing technical advice to stakeholders.	E
	Knowledge and understanding of tree risk and safe working practices	E
Skills & attributes required for the role:	Excellent planning and organisational skills, able to manage a varied workload and priorities	E
	Proficient in the use of MS Office and IT systems, with confidence to maintain records and manage service information accurately	E
	Good communication and interpersonal skills, confident at conversing effectively with a wide range of stakeholders with a professional and competent manner	E
	Proactive and positive approach with a willingness to learn, and a commitment to developing your technical expertise in arboriculture.	E
	Ability to work both independently and as part of a team, adhering to procedures and guidance to deliver a high-quality service.	E
	Confident in conversing in fluent English which is sufficient to fulfill the role requirements	E



	Confident using IT systems and management tools to coordinate programmes of work, analyse information, maintain accurate records, monitor performance, and support decision-making with minimal supervision. You will possess well-developed communication and stakeholder management skills, enabling you to provide technical advice, influence outcomes, and build effective working relationships with contractors, colleagues, customers, and external partners. Able to problem-solve and take a proactive approach to service improvement, while supporting the development of others and promoting best practice in arboriculture and tree management.	E E E
Other:	Willingness to travel throughout the District. Experience of working as part of a team. Required to be reasonably fit and active commensurate with the requirements of the role Prepared to work outside all year round Full valid driving license and use of a car to travel around the district Flexibility to attend meeting as required, some of which may be outside normal working hours	E E E E E E

Signed.....

Date.....

