

Job Title: Senior Planning Officer (Landscape & Trees)

Post Number: 201403

Service / Section: Regulation & Economic Development (Planning Function)

Grade: 6

Overall Job Purpose:

To provide professional advice and expertise on the Planning Function's statutory responsibilities in relation to the Island's landscape, landscaping, woodland, trees and hedges

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy; policies and procedures (e.g. EU Procurement and the Council's Financial Regulations; Data Protection Act; Freedom of Information; Equalities Act 2010; Welsh Language Standards).*

Main Duties / Responsibilities:

1. To provide specialist input and advice on tree and landscape issues.
2. To support in the preparation, implementation and monitoring of a corporate tree strategy.
3. Determination of applications for Tree Preservation Order works, Conservation Area Notices, Hedgerow Removal Notices and High Hedge Complaints including associated applications for planning permission, pre-application advice and participation in associated appeals.
4. To carry out landscape and visual assessments as necessary to make Tree Preservation Orders.
5. To advise on the need for and commission of additional professional input on tree safety e.g. in TPO determinations.
6. To liaise with the Welsh Government, NRW and relevant bodies on the specialist areas.

7. To provide advice to Development Management and other services on tree and hedgerow issues and the provision of expert landscape direction and guidance on all planning applications and related submissions
8. Advise on the need for and provide a critique of Landscape and Visual Impact Assessments and advise Development Management on the Landscape and Visual Effects of proposals and compliance with Development Plan policies.
9. To liaise with Case Officers, and other internal specialists on the processing and determination of applications; advise and liaise with the public, contractors, consultants and agents on planning applications and notices and provide informal advice to others as appropriate in the Council on non-planning related issues in relation to trees and landscape.
10. To support the Council in raising awareness of relevant local and national landscape planning policy and strategic objectives and the necessary integration of these with associated policy areas and issues
11. To act as a professional advisor and expert witness in appeals and enforcement in relation to trees and hedgerows.
12. To attend and represent the Planning Function, as required, on relevant local and national landscape planning policy areas through written representations, hearings, public enquiries, and judicial reviews as required as part of the Planning Appeal process.
13. Identify and apply for grant schemes and provide advice on relevant sources of funding.
14. Contribute to attaining the Built and Natural Environment Team's performance targets.
15. To attend and represent the Planning Function, as required, at local, regional and national partnerships and conferences with regard to trees, landscape and landscape policy.
16. Support the development and operation of the Planning Function's electronic and databased business systems and processes.
17. Support activities to deliver cultural change within the Planning Function.
18. To deputise for the Planning, Built and Natural Environment Manager.
19. The post-holder may be required to carry out any other responsibilities as appropriate with the nature of the post and its grade.

<u>Person Specification:</u>		Essential (E) Desirable (D)
<u>Education and Training</u>		
The minimum educational requirements/professional or vocational qualifications for the post:		
1. A degree qualification or equivalent in a subject relevant to the work area required, e.g, Landscape Architecture/Design, Town and Country Planning, Arboriculture, Forestry or Horticulture.		E
2. Professional qualification in a discipline relevant to the environment.		D
3. Supervisory experience/qualifications.		D
Any specific training required for the post including Certification: none		
<u>Key Competence Requirements</u>		
Job related knowledge:		
1. Substantial relevant experience of working in public or private sector including the administration of TPOs and administration of hedgerow removal notices.		E
2. Good knowledge of current tree and hedgerow theory and practice and relevant British Standards.		E
3. Effective written and oral communication skills including working knowledge of word processing applications.		E
4. Proven knowledge of visual impact assessment, landscape design, planting solutions and hard landscaping		E
5. Detailed working knowledge and understanding of national landscape planning policy and strategic objectives in relation to the Development Management process.		E
6. Experience of funding schemes and project design and management.		E
7. Practical knowledge of landscaping and horticulture.		E
8. Experience of working with the public.		D
9. Experience of preparing appeal statements and committee reports.		D
Specific skills:		
1. Good identification skills of trees and shrub species and their pests and diseases.		E
2. Competent to critically evaluate the suitability of proposals to deliver design functions and landscape policy, and to identify the nature of potential conflicts		E
3. Use of IT packages and software.		E
4. Experience of working as part of a team.		E
5. Ability to handle and communicate with the general public in a courteous, efficient and professional manner.		E
6. Good presentation skills with an ability to understand information and prepare suitable reports.		D
7. Experience of GIS, CAD, Tree Management Software or other database applications.		D

Language Requirements (Please see skills framework attached):

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

English Language Skills (Please see the skills framework attached)						
Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input checked="" type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input checked="" type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input checked="" type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input checked="" type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>

Position in the Organisation:

Reports to: Planning, Built & Natural Environment Manager

Staff Supervised: None

Working Arrangements and Conditions:

Working Week: Any 5 out of 7 Monday – Sunday

Contracted Hours: 37

Identified Work Base: Llangefni. You may, however, be required or permitted to work anywhere within the Council's area on a permanent or temporary basis without additional time or payment for doing so.

The Isle of Anglesey County Council are currently piloting a post-Covid Hybrid Model of working for most office based roles, which means you have the opportunity to combine working within an office environment alongside working from home.

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: September 2022

Language Skills - Workplace Assessment Levels

(i) Listening:

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading:

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking:

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision