

# Kent County Council

## Job Description: *Plan Tree Project Officer*

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<b>Directorate:</b>	Growth, Environment & Transport
<b>Unit/Section:</b>	Natural Environment & Coast Team, Environment and Waste
<b>Grade:</b>	KR9
<b>Responsible to:</b>	Kent Tree Strategy Senior Officer

### **Purpose of the Job:**

Kent Plan Tree sets an ambition for Kent to extend tree cover by 1.5 million new trees and increase the county's average canopy cover to 19%. Furthermore, our existing woodland and trees health will be restored and afforded greater protection from loss.

The Plan Tree Project Officer role will be responsible for identifying opportunities for trees outside of woodland, working with partners to develop projects, securing funds to enable these projects and working with partners to see them through to delivery.

The Officer will be responsible for ensuring that trees and woodlands established in the county not only follow the principles of the right tree in the right place but that they also maximise the benefits they can bring and that they receive the correct management and protection, to ensure they realise these benefits.

### **Main duties and responsibilities:**

- Work with KCC service, districts, and other public sector partners to identify and map opportunities for tree establishment on public land and develop a pipeline of projects.
- Provide professional advice to Kent and Medway Plan Tree Partnership delivery partners in the development of tree establishment projects, including:
  - a. Suitability of sites within the landscape.
  - b. Environmental impact assessments and ecological surveys.
  - c. Selection of tree and hedgerow species.
  - d. Optimising ecosystem services and benefits.
  - e. Expression of interest to landowner agreements
  - f. Resolutions to barriers and challenges.
  - g. Regulations, requirements, and restrictions.
  - h. Designs, planting plans and work schedules.
  - i. Logistics, delivery, contract management for planting and maintenance.
- Work with partners to develop funding bids for tree establishment schemes, including annual applications to the Local Authority Treescape Fund (LATF) and sites for the Urban Tree Challenge Fund (UTCF)
- Oversee the commissioning and procurement processes for Plan Tree projects, producing procurement specifications for planting stock, commercial planting, related capital goods and landscape services.
- Supervise tree planting events, prepare risk assessments, assist, and demonstrate good planting practices etc.

- Support the development of Plan Tree delivery tools, including:
  - j. GIS-based canopy cover monitoring.
  - k. a tree planting register that enables the progress of tree establishment in the county to be tracked, recording action from initial enquiry through to delivery.
  - l. a nature-based solution computer model and decision-making tool.
- Using the Plan Tree delivery tools and other evidence, develop a list of potential sites for tree establishment through either natural regeneration or planting to inform partner engagement.
- Identify within the county appropriate land/sites to establish community tree nurseries that will assist in the supply of locally grown trees and shrubs.
- Support other aspects of the Kent and Medway Plan Tree Partnership project as required, working with the Kent Tree Strategy Officer and Plan Tree Partnership Officer.

The Plan Tree Project Officer is a full time, fixed term contract to March 2025.

The responsibilities of the post will require the Officer to be able to travel independently across to county in order to meet with partners and conduct site visits.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Plan Tree Project Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree or equivalent qualification in a forestry, land management or other environmental related subject (or substantial experience that supports the skills and abilities required for the post).</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of developing and managing woodland creation and/or tree establishment projects.</li> <li>Experience of bid writing and securing funding.</li> <li>Experience of commissioning and procurement for tree establishment (or other natural environment works).</li> <li>Practical experience of delivering tree planting schemes with landowners, communities and/or public sector organisations.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good bid writing skills.</li> <li>Excellent interpersonal and collaborative working skills.</li> <li>Proficient and experienced user of GIS software (ideally ESRI ArcGIS, Survey 123) and tree related software packages (i-Tree, Mapscape, OTISS, ArcGIS, QGIS).</li> <li>Excellent data management skills.</li> <li>Ability to plan, prioritise and organise a diverse workload.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of woodland ecology and tree establishment.</li> <li>Good understanding of the UK Forestry Standard</li> <li>Good understanding of the current best practice in community and biodiversity-led forestry.</li> <li>Good and practical understanding of Forestry Commission regulations.</li> <li>Good and applied knowledge of woodland creation funding opportunities.</li> <li>Knowledge of tree and woodland ecology in Kent and its historic context.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul>

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making