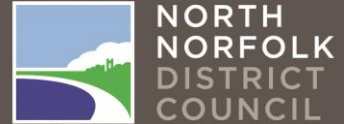


JOB DESCRIPTION



Assistant Landscape Officer (post 2346)

Service Area

Planning

Manager/Team Leader

Team Leader – Conservation, Design & Landscape

Direct reports

N/A

Total Managed

N/A

Purpose of the Role

To provide assistance to the Landscape Officers in respect of arboricultural, landscape, biodiversity and ecological advice to the Council and its users including members, council officers, the public, developers, applicants and external agencies. Process an individual caseload of minor planning and other planning related applications in relation to arboriculture, landscape biodiversity and ecology.

Key Result Areas

1. Process and make recommendations on an individual caseload of minor planning and other applications relating to arboriculture, landscape, biodiversity and ecology; to ensure that decisions made and advice given accord with the Councils and Government policies, National and European law and good planning practice.
2. To assist the Landscape Officers in providing and offering advice and guidance to prospective applicants, consultants and members of the public in relation to arboriculture, landscape, biodiversity and ecology prior to submission of applications.
3. To assist the Landscape Officers in negotiating directly with developers, agents, specialist consultants and other bodies and agencies in regard to the development of land and the protection of the natural environment.
4. Undertake research and analysis on a range of planning policy issues in relation to arboriculture, landscape, biodiversity and ecology; including the gathering of research data and maintenance of databases, to inform understanding and future policy development and ensure compliance with national/European policy and law.
5. To assist the Landscape Officers by attending external meetings and site visits as necessary to advise on the planning matters in relation to arboriculture, landscape, biodiversity and ecology, particularly through the giving of information and advice, some of which may be outside normal working hours.
6. To assist in the review of procedures and practices in the Conservation, Design and Landscape Section.

7. To maintain an up to date knowledge of technical and administrative requirements arising from new legislation and of any development in relation to arboriculture, landscape, biodiversity and ecology.
8. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
9. Any other work required and as directed within the confines of the existing grading and post.

PERSON SPECIFICATION



**NORTH
NORFOLK
DISTRICT
COUNCIL**

Landscape Officer (Post 2346)				
		Essential	Desirable	How Identified
Experience/ Knowledge	Demonstrates a wide understanding & knowledge of local government particularly relating to arboriculture, landscape biodiversity and ecology		✓	Application Form*
	Be able to demonstrate experience of negotiating with landowners / developers		✓	Appl Form*/ Interview
	Experience of public consultation processes and exercises		✓	Appl Form*/ Interview
	Experience of working with IT & GIS systems		✓	Appl Form*/ Interview
	Good knowledge of current related legislation	✓		Interview
Qualifications				
Qualifications	Working towards a degree & professional qualification (equivalent or higher than a level 4 diploma) in related discipline		✓	Application Form
	Eligible for licentiate Membership of appropriate professional body		✓	App Form/ Interview
	Full driving licence	✓		Application Form
Training				
Training	Use of IT systems – Microsoft packages, GIS system and Limehouse system or similar		✓	App Form/ Interview

		Essential	Desirable	How Identified
Skills	Ability to prepare detailed reports and letters & present information on complex issues		✓	Appl Form*/ Interview
	Good communication skills across a range of potential audiences	✓		Interview
	Ability to work as part of a team		✓	Appl Form*/ Interview
	Ability to negotiate with landowners & developers, Town & Parish Councils		✓	Appl Form*/ Interview
	Undertake research, and analysis		✓	Appl Form*/ Interview
	Ability to work under pressure & to tight deadlines	✓		Interview
	Ability to translate & apply national & local policy to local circumstances	✓		Appl Form*/ Interview
	Attention to detail & adherence to national standards	✓		Interview
	Good use and application of IT skills		✓	Appl Form*/ Interview
Aptitude and Disposition	Self-aware and confident when dealing with others at all levels		✓	Interview
	Customer focused	✓		Interview
	Forward thinking		✓	Interview
	Positive problem solver	✓		Interview
	Active listener	✓		Interview
Personal Circumstances	Sufficient physical mobility to undertake site visits, and erection of display boards to support exhibition material working as part of a team.	✓		Interview
Physical	Has access to a vehicle for work	✓		Application Form
	Able to work outside of normal office hours	✓		Appl Form/ Interview