



ADUR & WORTHING COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Regenerative Development - Planning
Post Title	Senior Tree and Landscape Officer
Post Number	40623
Accountable to	Planning Policy & Specialists Manager
Key leadership relationships	Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role falls within the Blended Working Policy
Last updated	January 2026

Job Description - Principal purpose of job (role summary)

As Senior Tree and Landscape Officer you will support the planning department to ensure that the Development Management team undertakes its statutory and non-statutory duties relating to the management of the built and natural environment in accordance with planning legislation, guidance and adopted procedures. Specifically providing advice to the general public, Councilors and the Planning Team on all tree and landscape related matters. Ensure that the Team meets adopted service standards and provides an efficient and cost-effective service to its customers.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver the Fair, Green and Local corporate strategy [Fair, Green & Local](#)

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

Role specific Duties and responsibilities

Processes, evaluates and makes recommendations on applications and applications for Tree Preservation Order consents, requests for works to trees within Conservation Areas, high hedge complaints and related matters. This includes giving advice and instructions to the planning support services team regarding the validation and registration of planning applications and the identification of relevant consultees.

Deal with appeals against the refusal of applications (and against the imposition of conditions or the failure to reach decisions within the statutory time period) preparing written statements and presenting evidence including acting as witness for the Council at public inquiries and informal hearings.

Deal with matters concerning the discharge of planning conditions relating to landscaping and tree related matters (including the monitoring of arboricultural work).
Gives advice and information to potential applicants, developers, the general public, other departments/divisions within the Council and other bodies and authorities relating to all tree and landscape related matters.
Assists in the promotion of e-government including making suggestions for and coordinating enhancements to the development management related matters on the Council's website.
Assists in preparing and updating supplementary development management guidance and advice notes in relation to tree and landscape matters. Provide guidance on the preparation of planning briefs and planning policies (undertaken by the separate Planning Policy Section).
Deal with complaints under the Anti Social Behavioural Act relating to high hedge complaints.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

Person Specification:

The core behaviours below set out the expectations we have of our employees.	
Neighbourhood First	• <i>What it means for you:</i> Focus on the impact your work has on local residents, rather than just ticking off a task. • <i>The Behaviour:</i> Get to know the areas you serve. When a problem arises, look at the "big picture" of that neighbourhood rather than just your specific department's checklist.
Participative	• <i>What it means for you:</i> Work <i>with</i> people, not just <i>for</i> them. • <i>The Behaviour:</i> Listen actively to colleagues and residents. Share information clearly and helpfully, and look for opportunities to involve others in your work so that decisions are made with the community in mind.
Adaptable	• <i>What it means for you:</i> Be open to change and ready to try new things. • <i>The Behaviour:</i> If a process isn't working, suggest a better way to do it. Stay flexible when priorities shift, and focus on finding quick, creative solutions to everyday problems.
Resilient	• <i>What it means for you:</i> Working smart and looking after yourself and your team. • <i>The Behaviour:</i> Use your time and tools wisely to get the best results. Be honest about your workload, support your teammates when things get busy, and prioritise your own wellbeing so you can keep delivering great service.
Ambitious	• <i>What it means for you:</i> Taking pride in your work and being "brave" in your role. • <i>The Behaviour:</i> Don't be afraid to voice your ideas or take ownership of a project. Represent the Councils with pride, hold yourself to a high standard, and look for ways to grow and develop your skills.

	Essential	Desirable
Qualifications	Planning or similar degree/ Postgraduate Tree or Landscape Qualification.	
Knowledge	Detailed knowledge of landscape and tree issues Knowledge of Town and Country Planning Acts and related legislation (including associated case law)	Experience of working in local government ideally in a Planning Department
Experience	Experience of preparing and/or commenting on landscaping schemes and dealing with arboricultural matters	
Communication	Effective oral and written negotiation and customer care skills; tactful and diplomatic, impartial but able to be persuasive and firm	
Relationship Building	Ability to build relationships with external and internal stakeholders	
Analytical	Appraisal of landscaping schemes and tree related planning applications – involving objectivity, technical knowledge and application of such knowledge Ability to analyse and evaluate information on a whole range of technical and policy issues (and also large numbers of third party representations), including weighing conflicting factors, and reach a balanced judgement	
Planning/ Organising	Effective planning and methodical organisation of workload, with many competing demands, essential to meet tight deadlines	
Other requirements	Valuing kindness and compassion in the workplace Acceptance of political restriction Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	