

ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

Business Manager, Development Management

Grade H

Role purpose

To provide an input into landscaping of the public realm and liaison with the Council's Urban Design function. To carry out the Council's statutory duty for Tree Preservation Orders and trees protected in the Borough. To advise on all aspects of tree preservation, enhancement and their safety and landscaping generally.

The role reports to the Lead Officer, Planning Enforcement. It has no direct reports.

Key activities

Customer

- Working closely with colleagues in the Contact Centre and other services, deliver excellent levels of customer services for the benefits of the reputation of the council.
- Support and facilitate senior officers as they seek to respond to complaints arising from the post holder's casework.

Performance

- Works with manager to agree performance objectives
- Plans and prioritises own work to meet deadlines

Partners

- Builds strong internal and external working partnerships to enable the service to be delivered in an outcome-focused and efficient way.
- Supports Kingston's commitment to community cohesion and valuing diversity and social inclusion.

Core Competencies

ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

- Self management and employing self-awareness, self confidence, self-control, self-knowledge, personal reflection, resilience and determination to work positively with customers, stakeholders, Councillors and colleagues. Demonstrate behaviours consistent with the Core Competency Framework.

Digital/New Ways of Working

- Supports the use of new technologies, particularly Google, to enable modern working practices to thrive.

Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of their work.

General

- The requirements of this post includes attending site outside normal hours as expected with a post of this nature and the postholder will need to manage their work life balance flexibly to meet the needs of the role. as will be required to participate in the out of hours service
- To develop, update and act on own personal development plan, and be ready to share learning with others.
- To work in accordance with RBK's Equal Opportunities, Health & Safety, relevant policies and legislation.
- Any other duties commensurate with the grade of the post, as may be required from time to time.

Technical knowledge

- To appraise the impact of development proposals on existing trees and the wider landscape character in response to planning applications.
- To assist the Development Management team in the pre-application process to enhance the role of landscaping in new development.
- To liaise with the Planning Policy team to provide appropriate landscape advice for public realm strategies and provide input into the Local Plan and Supplementary Planning Documents.
- To promote the Council's policies and objectives in respect of tree retention and preservation.
- Prepare reports and present tree items to the relevant Committees and assist Officers at Committee where trees are implicated, as appropriate.
- Appraise applications for consent to fell or undertake other works to trees covered by Tree Preservation Orders, trees in Conservation Areas and other enquiries relating to the healthy and condition of trees, including inspections, correspondence and decisions.
- Preparation of reports in relation to Tree Preservation Order decision appeals.

ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

- Take overall responsibility for dealing with High Hedges matters, pursuant to the Anti Social Behaviour Act 2003.
- Prepare new Tree Preservation Orders and update old Tree Preservation Orders as necessary, including surveys and the efficient maintenance of records to protect the Borough's natural heritage.
- To monitor compliance with tree protection and planning conditions. Investigate non-compliance and assist in progression of enforcement action as appropriate to ensure that trees are properly safeguarded.
- To assess the arboricultural aspects of contraventions, and progress enforcement action or prosecution as appropriate.
- Prepare statements and proofs of evidence, and attendance at local Inquiries, Hearings and court proceedings as an expert witness on tree matters.
- To ensure that tree records are appropriately maintained, including use of computerised systems.

The person

In order to successfully deliver the responsibilities of the role, you will need to:

- Possess a relevant Landscape qualification or equivalent
- Membership or eligibility for membership of recognised tree related body (e.g. Landscape Institute)

Our Values

Being an enabling council is a key principle that runs through our organisational development and is embedded in everything we do. Underpinning this are the following values:

Innovative

- Promote a culture that encourages creativity
- Embrace new ideas and ways of working
- Ambitious to push the boundaries to realise potential

Open

- Respect and recognition - everyone has a voice that is heard and we are all valued
- Collaborative - working together with new and existing partners

ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

- Empowering staff and residents to encourage informed decision-making
- Inspire trust by acting with integrity in all we do

Smart

- Commercial acumen to find solutions and best value
- Agile working
- Customer driven, listening and responding to consistently deliver excellence



ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE