

# POSITION DESCRIPTION

## ARBORICULTURE SPECIALIST

**Position Number:**

**Directorate:** Infrastructure & Development

**Department:** Community Places and Environment

**Team:** Town Maintenance

**Location:** Bannockburn Customer Service Centre, 2 Pope Street Bannockburn

**Employment status:** Full time Fixed Term until 30 June 2022

**Classification:** Band 6

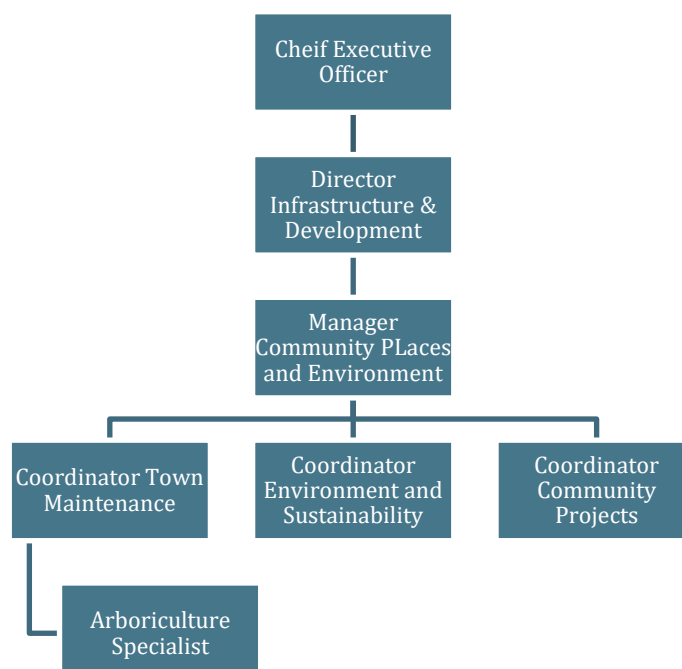
**Date:** March 2021

## POSITION OBJECTIVES

Lead the organisations approach to the management of arboriculture assets by providing specialist advice and coordinating internal and external work efforts focusing on the delivery of highly effective and proactive solutions ensuring a safe and sustainable treescape across the Golden Plains Shire.

## ORGANISATIONAL RELATIONSHIPS

The organisational structure for this role is as follows:



<b>Reports to :</b>	Coordinator Town Maintenance
<b>Directly Supervises:</b>	Nil
<b>Internal Liaisons:</b>	Various council staff, Senior Management, Councillors
<b>External Liaisons:</b>	Community members, Special interest groups, External agencies, Contractors

## KEY RESPONSIBILITIES AND DUTIES

### Duties of the Position

The duties of this role are to focus on managing Council arboricultural assets. These duties include, but are not limited to:

- Taking the lead in developing short to medium term work plans as well as long-term succession plans to ensure safe, healthy, and sustainable treescapes across the region.
- Working in partnership with strategic asset managers and external consultants to develop a comprehensive, computerised inventory of all tree assets in the public realm across the shire.
- Developing and implementing an appropriate arboriculture inspection regime to manage liability, safety and tree health across the shire.
- Responding to tree maintenance requests raised by the community and internal stakeholders with a focus on negotiating mutually beneficial outcomes.
- Managing and coordinating external arboriculture contractors, including contract management activities such as resolving issues, monitoring performance and approving invoices.
- Providing expert, technical arboricultural advice to operational work teams, senior leaders, community members and Councillors as and when required.
- Supporting planning officers, engineers and project managers to develop effective tree retention and management plans for new residential developments and capital projects.
- Providing high quality, concise reports suitable for a range of audiences.
- Keeping up to date with industry trends to develop and implement innovative and contemporary approaches to arboriculture management.
- Engaging with external agencies and a variety of special interest community groups to develop a collaborative approach to tree installation, establishment, management, succession and removal.
- Develop and implement appropriate arboriculture management policies, procedures, strategies and plans in line with industry best practice, national standards and legislation.

### General Responsibilities

- Provide input into policy development and performance targets of the Unit.
- Act in accordance with Council's Customer Service Charter.
- Contribute to the Unit through efficient, effective and customer focused skills.
- Contribute to the development of the Unit's objectives, as well as the corporate goals of Council.

- Maintain confidentiality in respect of all dealing of a sensitive or confidential nature.
- Provide support to other Council staff as required.
- Other duties within the scope of the employee's skills, competence and training as directed.

### Corporate Responsibilities

- Promote excellence in customer service and in conjunction with the Program Manager and Coordinator, identify, review and implement strategies to improve service quality and efficiency.
- Maintain excellent team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.
- Participate as directed in training and education to maintain an up to day knowledge of emergency management responses.
- Provide administration, logistic and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.

Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant, but it is usually subject to appeal or review by more senior employees.

Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.

Formal input into policy development within the officer's area of expertise and/or management.

## JUDGEMENT AND DECISION MAKING

The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations.

Guidance and advice are usually available.

## SPECIALIST SKILLS AND KNOWLEDGE

It is expected that this position demonstrates proficiency in the application of the theories, principles, and practices of arboriculture science and the response of trees to environmental variables. This should include:

- Ability to apply arboriculture risk assessment skills, procedures and controls to make decisions or recommendations regarding the planting, establishment, pruning or removal of arboriculture assets.

- Ability to review information, undertake research and prepare reports on current and/or arising issues relating to arboriculture assets.
- Ability to develop, implement and maintain an arboriculture asset management database.
- Knowledge and understanding of a range of regulations, legislation and standards (i.e. AS4373-2007) relating to Occupational Health & Safety, Arboriculture and Electric Lines Clearance (Electrical Safety) Regulations.
- Skills and knowledge relating to working collaboratively with internal and external stakeholder groups, community members and elected officials.

In addition to the specific skills and knowledge relating to arboriculture the position should also have a broad understanding of other core principles and practices. These include:

- Asset management.
- Contract management
- Project management.
- An understanding of the long-term goals of the Golden Plains Shire Council, specifically in relation to the Community Places and Environment program.
- An understanding of the relevant policies of both the unit and the wider organisation.
- Familiarity with relevant budgeting techniques.
- Proficiency with data collection tools utilising GIS technologies.
- Proficiency in the use of computer packages including MS Office and other corporate systems, such as asset management and customer service programs

## MANAGEMENT SKILLS

The position requires skills in managing time, setting priorities, planning and organising contractors as well as assisting other employees in the most efficient way possible with the resources available and within a set timetable despite conflicting pressures.

The officer has an understanding of and ability to implement personnel policies and practices including equal opportunity, occupational health and safety, recruitment and selection procedures and employee development schemes.

## INTERPERSONAL SKILLS

This position requires the ability to gain cooperation and assistance from clients, members of the public, other employees and Councillors. The officer will need to liaise with counterparts in other organisations to resolve specialist problems and with other employees within the organisation to resolve intra-organisational problems.

The officer may be responsible for motivating, leading, coaching, supporting and counselling team members.

It is expected that this position liaises with counterparts in other organisations to discuss specialist matters and with other employees within the organisation to resolve intra-organisational problems.

The officer is able to prepare clear and concise reports to management and prepare external correspondence.

## RESPONSIBILITIES FOR ALL GOLDEN PLAINS EMPLOYEES

### Occupational Health and Safety

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

### Risk Management

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments when requested.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

### Records Management

Employees are required to follow all policies and procedures in relation to records management. Employees are expected to:

- Understand their records management obligations and responsibilities.
- Comply with Council records management processes.
- Keep accurate and complete records of business activities and decision making.
- Create records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

### Community Engagement

Golden Plains Shire Council is committed to enhancing the opportunities it provides to the community to be involved in Council's decision making processes. Employees are required to demonstrate a commitment to community engagement. This includes:

- Adhering to Council's community engagement strategy, policy, and framework
- Providing genuine opportunities for the community to be involved in relevant Council decisions and projects
- Involving community members and stakeholders affected by the subject of the engagement and providing adequate support for them to be involved
- Clearly defining the purpose and scope of the engagement and using best-practice principles to design and implement the most effective approach
- Providing community members with relevant and timely information to inform their participation

## Equal Opportunity

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

## Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

## Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

## OTHER REQUIREMENTS

- Tasks within this role may be required to be undertaken in the evenings or on weekends. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Coordinator / Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.
- Employment is subject to a satisfactory six month probationary period.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check.

## QUALIFICATIONS AND EXPERIENCE

- Minimum of a Diploma in Arboriculture (AQF 5) or equivalent
- Substantial relevant experience in the assessment, management and maintenance of arboriculture assets.
- Demonstrated risk and OHS awareness and assessment skills, preferably in the local government context.
- Demonstrated experience in contract management with an ability to develop constructive relationships, monitor performance and resolve issues.
- Demonstrated experience working with computerised systems and devices to track, assess, record and update customer service requests and arboriculture information.
- Demonstrated experience in delivering high quality customer service outcomes including the ability to consult, negotiate, and resolve customer service requests or issues.
- Experience in the preparation of work plans that balance the need to address short term issues whilst ensuring high-quality long-term outcomes.
- Experience in project management and delivery.
- A current Australian Car Drivers license (mandatory).

## KEY SELECTION CRITERIA

- Diploma in Arboriculture (AQF 5) or equivalent
  - Demonstrated understanding and experience in the assessment, management and maintenance of arboriculture asset in line with best practice and Australian Standards
  - Demonstrated risk and OHS awareness and assessment skills, preferably in the local government context
  - Demonstrated understanding of asset management principles and practices, specifically how it relates to arboriculture
  - Demonstrated self-motivation and time/workload management abilities including the ability to set priorities, develop work plans, problem solve and coordinate resources.
  - Demonstrated experience in delivering high quality customer service outcomes including the ability to consult, negotiate, and resolve customer service requests or issues.
  - Demonstrated understanding of project and contract management principles and practices
  - A current Australian Drivers licence (this is a mandatory requirement for this position).
- Police Check results that are suitable for this position (will be arranged by Golden Plains Council).

## APPROVAL

<b>Prepared By:</b>	Richard Brown – Manager Community Places & Environment
<b>Approved By:</b>	Phil Josipovic – Director Infrastructure & Development
<b>Reviewed By (P&amp;C):</b>	Claire Tehan – Manager People & Culture
<b>Date:</b>	March 2021

<b>Employee Acceptance:</b>	
<i>(name and signature)</i>	
<b>Date:</b>	

**PLEASE NOTE:**

*Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.*