

<b>Position Title</b>	Tree Management Officer
<b>Department</b>	City Assets
<b>Unit</b>	Infrastructure Services
<b>Team</b>	Open Space Services
<b>Supervises</b>	N/A
<b>Reports To</b>	Team Leader Open Space Services
<b>Grade</b>	G
<b>Date Prepared</b>	14/10/2021
<b>Date Last Updated</b>	14/10/2021

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

To assist the Team Leader Open Space Services and Tree Management Team manage Council's Tree Management Order and Tree assets.






## Accountabilities

- Assist the Team Leader Open Space Services and Tree Management Team manage Council's Tree Management Order.
- Process Tree Management Order applications i.e. carry out inspections, provide expert advice to resident, draft Tree Preservation Order Permits, etc.
- Liaise closely with Council's Enforcement Section particularly in relation to breaches of Council's Tree Management Order including the collection and recording of evidence as required
- Assist the Team Leader Open Space Services in ensuring street, parks and council property trees are maintained in accordance with budgets, service agreements, rosters and programs
- Undertake the inspection of Council's Public Tree Assets as required to determine their health, condition, and maintenance requirements
- Investigate accidents or damage reported involving or caused by street, park or Council property trees and provide detailed reports as required
- Maintain and update information on Council's Tree Asset Register as necessary
- Provide assistance and expert advice to the community, staff and Council, particularly in relation to tree management issues
- Promote Council's policies and activities
- Undertake risk and hazard assessments of all areas under the position holder's control and where necessary take corrective action
- Maintain information on the status of all projects under the position holder's control
- Ensure all works under the position holder's control are completed within timeframes and budget
- Provide recommendations for the management of Council's Public Tree Assets

- Finalise completion of customer and works requests as allocated.
- Supervision of contract works when necessary
- Ensure service providers/contractors comply with service agreements and contracts as required
- Compose draft correspondence and reports as required
- Prepare and authorise purchase requisitions in line with budget delegations and allowances.
- Identify, report and where possible rectify landscape deficiencies especially in the area of Public Tree Management
- Identify, report and take corrective action to all hazards within the work area
- Ensure all jobs comply with relevant acts and standards.
- Promote and mentor a positive culture and contribute to a positive image of Council.
- Maintain & develop professional knowledge and keep abreast of initiatives and changes in areas related to the position.
- Operate and maintain computing systems for the collection and processing of information.
- Report equipment faults and failures
- Attend meetings as required through performance of duties
- Others duties as required from time to time, as directed, within the skills and competencies obtained.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer		
Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Intermediate
	<b>Customer and Community Focus</b>	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	<b>Deliver Results</b>	Intermediate
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	<b>Technology and Information</b>	Intermediate
	Procurement and Contracts	Intermediate
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Lead Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b>		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer- focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Results</b>		
Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Takes the initiative to progress own and teamwork tasks</li> <li>• Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>• Consistently delivers high quality work with minimal supervision</li> <li>• Consistently delivers key work outputs on time and on budget</li> </ul>

Resources		
Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>Shows confidence in using core office software and other computer applications</li> <li>Makes effective use of records, information and knowledge management systems</li> <li>Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

### Qualifications and Experience

#### Essential Qualifications

- Relevant Tertiary qualifications in arboriculture or a similar relevant field.
- Class ‘C’ Drivers Licence.

#### Essential Experience

- Experience in tree management or a similar field (2 years plus).
- Experience in contract management & supervision particularly in the field of Tree Management.
- Ability to undertake visual tree assessments, interpret information and provide relevant advice regarding short, medium and long term options for management of trees
- High level customer service skills
- Report writing skills particularly in the field of Tree Management
- Skills & experience necessary to fulfil the role, responsibilities, duties and competency requirements of the position.

**Desirable Qualifications and or Experience**

- First Aid Certificate
- QTRA Certificate (Quantified Tree Risk Assessment)
- TRAQ (Tree Risk Assessment Qualification)
- AQF Level 5 in Arboriculture
- Experience in working in a local government environment
- Experience in leading and supervising tree maintenance teams or similar.

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>