

Position Description

Tree Management Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: April 2023

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 9 Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	76
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Organisational relationships

Directorate:	Works & Civil
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Section/Unit:	Open Spaces & Facilities
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Team:	Open Spaces
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Work base:	Rushforth Road Works Depot (as appropriate to the position) however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
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Position responsible to:	Team Leader Open Spaces
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Level of support and supervision:	High level of independence
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Level of personal management	High
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Level of teamwork required:	High
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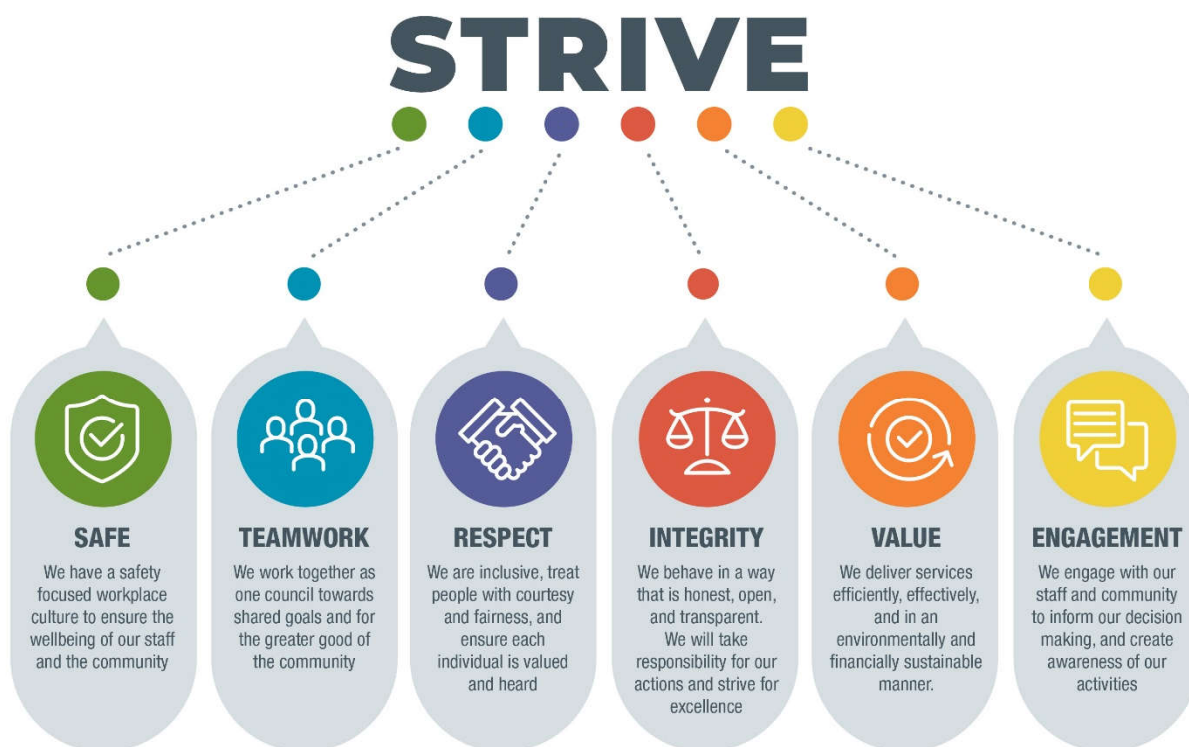
Supervision of staff:	Nil
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Internal contacts:	All staff within Council but primarily within Open Spaces and Facilities
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External contacts:	General public, government agencies, contractors and private organisations
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Purpose of the position

To assist in the delivery of sustainable tree management services that include managing Council's Public Tree Assets, the Street Tree Planting Programs, and Council's statutory tree management controls.

To provide technical expertise to assist public tree management, including providing advice for urban renewal and capital projects, community consultation, contractor/consultant management and asset management systems.

High level of community and internal stakeholder liaison is required to ensure best tree management outcomes are achieved, and to improve the quantity and quality of the urban forest.

Major duties and responsibilities

Contribute to planning, implementation, and delivery of Council Tree Management strategies, policies and plans to ensure tree assets are well maintained, and managed.

Collect and collate asset data and management of trees through Council's Asset Management System (data input, register, audits, inspections, condition assessment, risk management). Ensure that accurate records are kept in the asset database and other record management systems, in accordance with Council policies.

Operate and maintain computing and mapping systems for the collection and processing of tree asset information

Provide design input and project arborist services for capital works projects (including master planning, detailed design park upgrades, town squares) and liaison with the Civil Services and Water Cycle sections regarding the integration of works and management of construction impacts during works around street trees.

Plan, scope, seek approvals, record and mark out planned maintenance and operational work programs with the tree maintenance team and contractors

Program, scope, seek approvals, record, and monitor works, associated with Council's tree planting, management and replacement programs.

Coordinate the inspection of Council's public tree assets to determine their health, condition, and maintenance requirements

Provide recommendations for the management of Council's Tree Assets

Liaise with Council's Environment & Regulatory Services to assist in the management of applications and internal development referrals received for trees located on private property

Undertake risk and hazard assessment of all areas under the position holders' control and where necessary take appropriate corrective action

Liaise with residents and the community to identify tree maintenance requirements and to communicate Council's policies and procedures in relation to tree management

Communicate effectively and, where necessary, liaise with external stakeholders including professional associations, consultants, contractors, the public, community organisations and local businesses

Give consideration to political and community sensitivities relating to the management of trees and ensure that management are informed of any issues which may affect service delivery to the community.

Contribute to the review, development, updating and execution of operational policies, procedures, goals, and business plans that ensure relevance, effectiveness and compliance with regulations.

Coordinate and supervise the delivery of contract works as required

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Diploma in Arboriculture; or equivalent relevant industry experience

Knowledge of risk management principles and practices

Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Experience

Demonstrated understanding and experience of tree hazards and health assessment

Demonstrated experience in managing customer service requests, enquiries, and complaints

Experience in managing contractors and consultants

Position related skills

General or well-developed computer literacy including basic proficiency in Microsoft Word

Well developed communication skills (written, verbal and interpersonal)

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Qualifications in an industry recognised tree risk methodology (e.g. QTRA, TRAQ, VALID)

Licences/tickets, clearances, membership

Arboriculture Australia Member

Experience

Experience working in local government

Experience in contract management

Position related skills

Capable of using and maintaining corporate mapping systems

Ability to conduct and review VTA's (Visual Tree Assessments)

Physical requirements of the position

Capable of working in difficult terrain, including walking up and down embankments and over rough ground, with prolonged standing, frequent bending

Frequent driving between job sites

Access and egress to plant and equipment

Prolonged periods of sitting

Prolonged periods of standing

Frequent use of computer keyboard

Other features of this position may include

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date
Employee