



POSITION DESCRIPTION

Position Title	Tree Management Officer	
Directorate	Infrastructure	
Service	Public Trees	
Responsible to	Coordinator Public Trees	
Position Supervises	Direct: Nil Indirect: Contractors	
Position No.	IW0220 IW0221	
Status	Permanent Full Time	
Hours	Based on a 35 Hour week	
Salary Point	36 to 51	Band/Level: 3/1
Pre-employment checks Legislative requirements	N/A	
Date reviewed: April 2024		Reviewed by: Public Trees Manager

POSITION PURPOSE

To assist in the implementation of sustainable tree management services and to maintain the Inner West Council's urban forest as a quality, intergenerational resource, such that the works and services of Council contribute to the desired community outcomes as outlined in the Community Strategic Plan.

Working as part of the Public Trees service unit and reporting to the Coordinator Public Trees, you will manage your work to ensure you meet the targets and commitments against your individual and team work plans and Council's Operational and Strategic Plans.

You will be community focused and work collaboratively with the Public Trees Manager, Coordinator Public Trees and other staff to ensure the success of the service unit.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Minimum AQF 5 Diploma Arboriculture OR equivalent industry experience in tree management and enrolled, or willing to enrol in the Arboriculture Diploma within 12 months of commencing.
2. Knowledge of asset and risk management principles and practices
3. Experience in managing contractors
4. Strong interpersonal communication skills
5. Class C Motor Vehicle Driver's Licence.

Desirable Criteria

1. Experience working in Local Government.
2. Qualifications in an industry recognised tree risk methodology
3. Experience in contract management

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- To ensure that the management and maintenance of public trees throughout the Inner West is undertaken in an effective, community focused and responsive manner.
- Achieve tree management outcomes to improve the quantity and quality of the Inner West Council's trees, that will appropriately manage risk while maximising environmental, social and economic value provided by public trees to the community.
- Manage workload and contractors to achieve the efficient and effective delivery of tree management services in accordance with management plans, industry standards and budgets.
- Contribute to the effective delivery of Council's tree management (tree maintenance and tree planting) programs to ensure they meet Council standards and offer value for money.
- Ensure a high level of communication is achieved with community notifications, consultation and engagement and ensure that customer and community requests (CRM's) are responded to in a

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timely manner, in accordance with Council policies and KPIs.

- Deliver a high standard of customer service through establishing and maintaining collaborative relationships, provision of technical advice, consultation with and sharing of information with internal and external stakeholders.
- Undertake the procurement of goods and services in accordance with Legislation and Council policies.
- Contribute to the review, development, updating and execution of operational policies, procedures, goals and business plans that ensure relevance, effectiveness and compliance with regulations.
- Provide effective WHS and risk management through proactive identification, prioritisation, treatment, monitoring and reporting of risks and compliance with legislation and guidelines.
- Contribute to planning, implementation, and delivery of Council Tree Management strategies, policies and plans to ensure tree assets are well maintained, and managed to maximise the benefits that canopy cover.
- Continue professional development to ensure Council is aware of best practice industry knowledge and embed these learnings into continuous improvement processes with regard to service delivery, risk and asset management.
- Assist with asset 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.
- Emergency management and support to the LEMO (Footpaths, Roads, Traffic and Stormwater) where trees are damaged/ fallen. This may require after hours work.
- Assist with tree risk and claims management and investigate, prepare and action technical reports concerning public liability claims.
- Provide design input and project arborist services for capital works projects (including master planning, detailed design park upgrades, town squares) and liaison with the Footpaths, Roads, Traffic and Stormwater units regarding the integration of works and management of construction impacts during works around street trees.
- Give consideration to political and community sensitivities relating to the management of trees and ensure that the Public Trees Manager is informed of any issues which may affect service delivery to the community.
- Other reasonable duties as directed by the Coordinator Public Trees or Public Trees Manager.

KEY RELATIONSHIPS:

- Internal:** Council management, Trees, Parks & Sportsfields staff, Risk staff, LEMO, other Council employees
- External:** Committees of the community, Ausgrid, utility providers, suppliers and contractors, other general members of the community

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that

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workplace hazards	correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> • Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> • All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> • Developing health and safety procedures 	<ul style="list-style-type: none"> • Development of specific procedures where required
<ul style="list-style-type: none"> • Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> • Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Tree Management Officer** as detailed in this document.

Signature:

Date: / /