

# URBAN FORESTRY OFFICER

## Position Description



<b>Position number:</b>	3473
<b>Classification:</b>	Band 6
<b>EA:</b>	Moreland City Council Enterprise Agreement
<b>Department:</b>	City Infrastructure
<b>Branch:</b>	Open Space and Environment
<b>Unit:</b>	Open Space Maintenance
<b>Reports to:</b>	Unit Manager, Open Space Maintenance
<b>Supervises:</b>	N/A
<b>Approved by:</b>	Unit Manager, Open Space Maintenance

### Organisational values:



## Position objectives

The Urban Forestry Officer contributes to the strategic development, planning and delivery of outcomes as described in Moreland City Council's (Council's) Urban Forest Strategy 2017 – 2027. To be able to efficiently deliver on Council's objectives, the role is required to:

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- Effectively manage the processing of planning referrals for landscape requirements and native tree removal.
- Effectively manage the processing of Local Law tree removal applications.
- Ensure compliance with the use and development of land and protected vegetation.
- Effectively manage the processing of investigations, related enquiries and requests for information.
- Provide expert arboricultural advice on tree protection issues as required.

## Key responsibility areas

### Urban Forest Initiatives

- Contribute to the development, planning and implementation of Council's Urban Forest Strategy, ensuring that key deliverables are achieved. Review internal referrals received from the Strategic Planning, Statutory Planning and Engineering business units and facilitate a response on behalf of the Open Space & Street Cleansing Branch, including relevant permit conditions.
- Prepare high quality planning referral assessment reports for Council's planners related to trees and vegetation on development sites, and attend Victorian Civil and Administrative Tribunal (VCAT) hearings when required
- Keep abreast of Local and State Government policies and objectives in planning.
- Approve tree selection and streetscape design components of plans in line with Council's Urban Forest Strategy.
- Conduct compliant and high quality inspections and/or investigations of Planning or Local Laws related matters as required.
- Issue letters, notices, orders, infringements, warrants and other relevant compliance/enforcement correspondence.
- Attend Magistrates Court and VCAT proceedings in line with the Model Litigant Guidelines.
- Manage and plan an assigned budget within prescribed guidelines and requirements. Engage and educate the Moreland community about the benefits of increasing and protecting our Urban Forest.

### Customer Service

- Display excellence in customer service and positively promote the benefits of Council's trees and green infrastructure to Council residents, staff, contractors and volunteers.
- Assist customer enquiries as required.

### Continuous Improvement

- Implement and maintain Continuous Improvement System standards and procedures.

### Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

### Occupational Health & Safety

- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters

### Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

## **Records Management**

- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

## **Other Responsibilities / duties**

- Comply with Council policies and procedures that govern how we behave within the workplace and in our relationships with residents, clients and those with whom we do business.
- Comply with Council policies and procedures that govern how we conduct the business and administration of Council.
- Required to undertake other duties as directed.

## **Employee competencies and accountabilities**

### **Competencies:**

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

### **Accountabilities:**

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

### **Other duties:**

- Required to undertake other duties as directed.

## Organisational relationships

Internal Relationships	Unit Manager, Open Space Maintenance Unit Manager Open Space & Environment Co-ordinators Open Space Assistant Coordinators Open Space Asset Protection Officers Risk Management Coordinator Open Space Technical Officer Local Laws / Asset Protection Administrative Staff Urban Planning Human Resources
External Relationships	Residents State/Local Government Departments Contractors Utility Personnel Emergency Services (e.g. SES, Victoria Police, MFB & CFA) Council's Claims Manager

## Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 6, Clause 6)

### 1. Accountability and Extent of Authority:

- Assist the Unit Manager, Open Space Maintenance in the management of the Open Space Maintenance Unit's annual financial operating expense budget Provide specialist advice within the constraints of established regulations and policies, and under regular supervision to various internal stakeholders within Council.
- Provide formal input into the development of the Moreland Urban Forest Strategy.
- Accountable for the effective and efficient delivery of Planning referrals and Local Law tree removal applications within the scope of Council policies and appropriate legislation.
- Accountable for the performance of the duties required of an Investigations Officer.
- The position is authorised to sign letters, notices, infringements and other matters in accordance with the CEO's authorisation and Council's delegation.

### 2. Judgement and Decision Making:

- Accurately interpret and apply knowledge of arboriculture, planning, local laws and other relevant laws in decision making and when providing advice to internal stake holders and customers.
- Make timely and accurate decisions in accordance with established policies, procedures, precedents and legislative requirements. Exercise judgement during decisions or

negotiations about compliance issues, applying established techniques and previous experience to resolve problems and achieve the most appropriate outcome.

- Assist with developing and improving methods and techniques, and contribute to the implementation of new systems and practices aimed towards continuously improving service delivery.
- Decision making will be subject to the provision of guidance and advice that is usually available.

### **3. Specialist Knowledge and Skills:**

- Specialist knowledge of arboriculture, including tree and vegetation identification, with particular emphasis on interpretation and application of AS4970 – Protection of Trees on Development Sites, AS4373 – Pruning of Amenity Trees and AS2303 – Tree Stock for Landscape Use.
- Working knowledge of the Local Government Act 1989, local laws, Planning and Environment Act 1987, VCAT Act 1998, Criminal Procedure Act 2009, Evidence Act 2008 and other related Acts and Regulations.
- Understanding of planning schemes, overlays and local laws and their application to vegetation.
- Knowledge and experience in law enforcement techniques or Investigations and Case Management and legal requirements pertaining to law enforcement.
- Familiarity with relevant budgeting techniques and financial management practices.
- Experience in policy development and planning.
- Understanding of the long term goals of the Open Space and Environment Branch and the policies relevant to both the branch and the broader Council environment.

### **4. Management skills:**

- Effectively manage time and prioritise work to ensure timeframes and work standards are met efficiently, on time and with the resources available.
- Demonstrate an understanding of and competency to supervise others, issue lawful directions and instruction, and implement personnel practices, including equal opportunity and health and safety, training and development.
- Assist in the motivation of staff and the creation of a work culture trademark of being professional, strong, innovative, and together and contribute to the shared goal of striving to enhance the safety culture within the Open Space Maintenance area.

### **5. Interpersonal Skills:**

- Ability to communicate and gain cooperation from staff, Council clients, Courts and tribunals in pursuit of Council's compliance objectives, and to negotiate and mediate solutions to achieve compliance between stakeholders..
- Highly developed oral and English speaking communication skills, including the ability to clearly communicate complex planning compliance matters and prepare concise and accurate letters and reports.
- Capability to assess and comprehend customer needs and provide excellent service to address these needs.
- Ability to work both independently and as part of a team, and to effectively contribute to effective teamwork and a healthy work environment with the Open Space Maintenance Unit.

## 6. Qualifications and Experience:

- Advanced Diploma / Associate Degree in Arboriculture or equivalent qualification (Australian Qualifying Framework Level 6), with demonstrated relevant experience in a similar role.
- Computer literacy/proficiency in Microsoft Office and in accessing and utilising databases. Previous experience in use of Council's core operating systems (e.g. Kronos, Customer Response System (CRS), HPE RM, GIS, JDE, MoreMaps, Pathway) also desirable.
- A current Victorian Driving Licence.

## 7. Physical Requirements of the position

### TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	( )	( )	(✓)	( )
-below 10kgs	( )	( )	(✓)	( )
Manual handling frequency	( )	( )	( )	(✓)
Repetitive manual work	( )	( )	( )	(✓)
Repetitive bending/twisting	( )	( )	( )	(✓)
Working with arms above head	( )	( )	( )	(✓)
Lifting above shoulder height	( )	( )	( )	(✓)
Using hand tools – vibration/powered	( )	( )	( )	(✓)
Operating precision machinery	( )	( )	( )	(✓)
Close inspection work	( )	( )	( )	(✓)
Wearing hearing protection	( )	( )	(✓)	( )
Wearing eye protection	( )	( )	(✓)	( )
Working in dusty conditions	( )	( )	(✓)	( )
Working in wet/slippery conditions	( )	( )	(✓)	( )
Wearing Gumboots	( )	( )	( )	(✓)
Wearing safety shoes/boots (steel cap)	( )	( )	(✓)	( )
Working with chemicals/solvents/detergents	( )	( )	( )	(✓)
Washing hands with soap (hygiene)	( )	( )	(✓)	( )
Working at heights	( )	( )	( )	(✓)
Working in confined spaces	( )	( )	( )	(✓)
Working in chillers (+4 degrees C)	( )	( )	( )	(✓)
Performing clerical duties	( )	(✓)	( )	( )
Working on a keyboard	( )	(✓)	( )	( )
Driving cars and/or trucks	( )	( )	(✓)	( )

Other special features (e.g. nature of chemicals, travelling requirements, etc):

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## **8. Key Selection Criteria**

- Advanced Diploma / Associate Degree in Arboriculture or equivalent qualification (Australian Qualifying Framework Level 6), with demonstrated relevant experience in a similar role. Demonstrated ability to identify and assess trees and larger vegetation.
- Ability to perform and interpret tree risk assessments using methodology such as Quantified Tree Risk Assessment (QTRA) or International Society of Arboriculture Tree Risk Assessment Qualification (TRAQ), or other recognised tree risk methods, and knowledge of different tree valuation methodologies such as the City of Melbourne's tree valuation method.
- Demonstrated ability to clearly communicate complex planning compliance matters, and to write and assess comprehensive arboriculture reports. Understanding of AS4970 – Protection of Trees on Development Sites, AS4373 – Pruning of Amenity Trees and AS2303 – Tree Stock for Landscape Use.
- Computer literacy/proficiency in Microsoft Office and in accessing and utilising databases. Previous experience in use of Council's core operating systems (e.g. Kronos, Customer Response System (CRS), HPE RM, GIS, JDE, MoreMaps, Pathway) also desirable.
- Knowledge of contemporary tree protection measures and their application in planning assessment processes.