

POSITION TITLE & NUMBER:	Urban Forest Supervisor (POS 112)
DIVISION:	Engineering & Operations
DEPARTMENT/SECTION:	Operations/Urban Forest
EMPLOYMENT STATUS:	Permanent/Full Time
GRADE:	16

POSITION OBJECTIVE

Lead and coordinate the Urban Forest team in the development, coordination, and implementation of sustainable tree management services and to develop and maintain Strathfield 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 Action Plan.

KEY RESPONSIBILITIES AND DUTIES

- To ensure that the management and maintenance of trees throughout Strathfield (public and private) is undertaken in an effective manner to promote the image of Council as efficient and community focused and responsive in all its operations.
- Achieve the best tree management outcomes to improve the quantity and quality of the Strathfield Council's trees, that will maximise environmental, social, and economic value provided by the urban forest to the community.
- Liaise with internal stakeholders and the public to provide quality arboriculture and urban forestry recommendations.
- Plan, develop, manage and review budgets to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance.
- Deliver strong contract and asset management principles including contract administration, management of financials, relationships, performance, quality, risk, data, programs, timeframes for delivery, reporting, plans, proactive and reactive service levels, renewal projects, audits and WHS.
- Effectively collect and analyse data using Council's asset systems. Monitor issues and trends in asset and service performance, act on data to ensure operational issues are addressed quickly and identify and address gaps in data required to drive performance.
- Collaborate with other sections of Council to develop policy and procedures that impact on the Urban Forest (e.g., Urban Forest Strategy/Street Tree Management Plan).

KEY PERFORMANCE INDICATORS AND OUTPUTS

- Oversee assessments of private trees for their removal/pruning in the form of a Tree Maintenance Permit/Development Assessment.
- Analysis of key data directly effecting tree management (public and private).
- Monitor and manage budgets to ensure they meet specified targets.
- Lead, facilitate and monitor achievement of outcomes and projects by staff, ensuring services delivered meet the Community Action Plan, management plans and service agreement requirements.

- Deliver quality advice on tree matters to customers and stakeholders through Councils CRM System.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Urban Forest Supervisor
Supervises:	Tree Management Officer Tree Maintenance Officer
Internal Stakeholders:	Planning/Compliance
External Stakeholders:	Members of the public/residents Tenants of Council Assets Consultants, Solicitors and other professionals Government officers

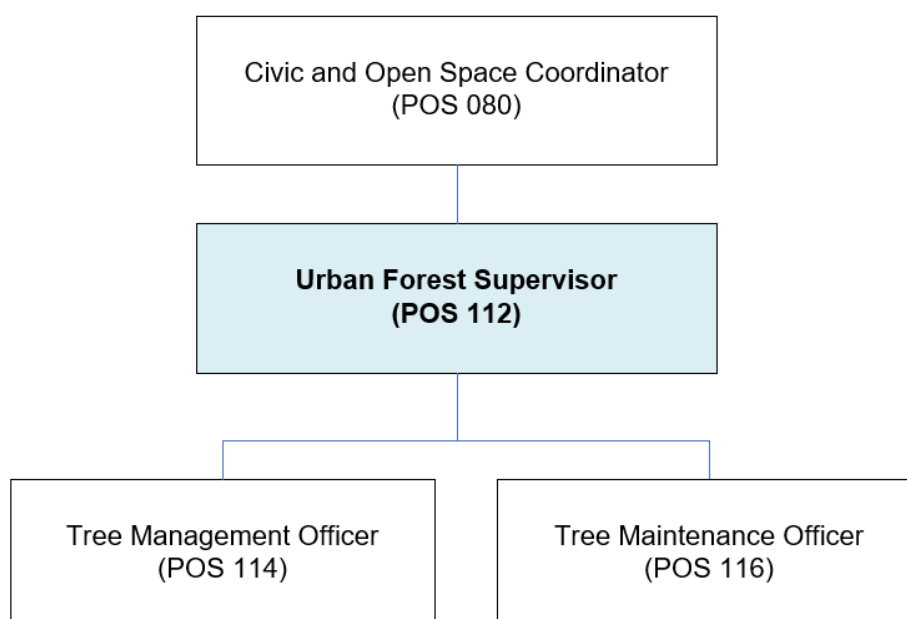
ADDITIONAL INFORMATION

- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2020, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence and training.

SKILLS AND ATTRIBUTES

- Tree Management and Preservation
- Risk Management
- Budget Administration
- Contract Administration
- Asset Management
- Policy and Procedure Writing

ORGANISATIONAL CHART



QUALIFICATIONS

- Relevant Tertiary qualifications in Arboriculture (AQF Level 5)
- Class C Motor Vehicle Drivers Licence
- Qualifications in an industry recognised tree risk methodology (e.g., QTRA, TRAQ)

KEY SELECTION CRITERIA

- Qualifications as above
- Demonstrated comprehensive understanding and experience in tree hazard and health assessment, replacement programs, conflicts with infrastructure, and operational WHS requirements.
- Extensive knowledge of Tree Preservation Orders and the Environmental Planning & Assessment Act.
- Sound knowledge of asset management principles and practices.
- Demonstrated financial management, procurement, and budgetary experience.
- Demonstrated computer literacy in a wide range of computer software packages including Microsoft Office, Electronic Records Management etc.
- Demonstrated understanding of and commitment to quality customer service.
- Current NSW “C Class” driver’s licence.

APPROVAL OF POSITION DESCRIPTION

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____