



## Position Description Senior Arborist

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The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

The City of Port Phillip is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing City of Port Phillip has the right to feel and be safe. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

<b>POSITION TITLE:</b>	Senior Arborist
<b>AWARD CLASSIFICATION:</b>	Band 7
<b>DEPARTMENT:</b>	Transport choices
<b>DIVISION:</b>	City Strategy Sustainability and Development
<b>DATE APPROVED:</b>	July 2019
<b>APPROVED BY</b>	General Manager City Strategy Sustainability and Development



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### ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	Senior Arborist
SUPERVISES:	N/A
INTERNAL LIAISONS:	Council Employees and Managers, Executive Team and Councillors
EXTERNAL LIAISONS:	Government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

### POSITION OBJECTIVES

- To provide arborist expertise to the Head of Major Transport Projects for the Metro Tunnel Project (MTP), as required through the life cycle of the project.
- To coordinate a strategic approach toward the delivery of the two for one tree replacement program in the project area, which is consistent with the strategic objectives of councils urban forest strategy.
- Provide technical advice and support on the management of trees in the precinct area and work with Councils Parks Services team and other departments across Council
- Work productively and provide a high level of customer service for all tree queries related to the project land area

### KEY RESPONSIBILITY AND DUTIES

- Provide technical expertise and advice on tree management/maintenance problem identification and resolution including the preparation of reports
- Respond to internal and external tree requests, and resolve tree-related conflict within the project area.
- Investigate and provide appropriate recommendations on all matters that affect trees in the project area.
- Co-ordinate tree programs such as planting, removals, root management, tree health, pest and disease, significant trees, etc.
- Ensure the tree maintenance contractor complies with the contract requirements, undertake audits and attend contract meetings
- Carry out such duties as directed by the Head of Major transport Projects - Domain, within the limits of their skill, competence and training



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### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Moderate degree of authority to act on behalf of Council to achieve policy and strategy objectives
- Responsible for providing specialist, accurate and concise advice to customers – both internal and external
- Responsible for management of allocated budget
- All duties are to be completed within expected delivery timeframes

### **JUDGMENT AND DECISION MAKING**

- Decisions are made on behalf of Council and its corporate priorities based upon qualified technical advice
- Decisions and recommendations within the role are guided by policy however guidance is not always available within the organisation.
- There is a requirement for this role to work closely with other teams across the organisation and follow the organisations key strategies and policies.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Experience in managing trees in a local government environment
- Technical expertise in tree problem identification and resolution
- Demonstrated knowledge and experience in discussing complex tree related issues with internal and external customers and stakeholders.
- Application of theoretical disciplines in search of solutions to tree related issues.
- High level skills in customer service
- Proficiency in the use of computer packages including MS Office and other corporate systems, such as GIS, asset management and customer service programs

### **MANAGEMENT SKILLS**

- Demonstrated ability to both work individually with limited supervision and as part of a team.
- Ability to manage complex customer queries or requests
- Ability to manage own time, plan & organise own work and resources to achieve objectives with limited supervision



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- Ability to co-ordinate and undertake a range of tasks simultaneously and often under pressure
- Effective contract / project management skills and methods

### **OCCUPATIONAL HEALTH & SAFETY**

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work

### **INTERPERSONAL SKILLS**

- Highly developed written and oral communication skills
- Ability to effectively communicate face to face with customers (residents, businesses, developers, etc.) to resolve customer requests in a sensitive manner
- Ability to build healthy relationships with internal departments and key stakeholders
- Assist other employees by providing technical tree advice and guidance
- Ability to prepare routine internal or external correspondence and write reports

### **QUALIFICATIONS AND EXPERIENCE**

- AQF Level 3 in Arboriculture (or Horticulture)
- At least 8 – 10 years knowledge and experience in Arboriculture
- Current Victorian Drivers Licence
- Police check and working with children check



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### KEY SELECTION CRITERIA

- A tertiary qualification suitable for the position with eight to ten years' experience in the management of trees
- Highly developed interpersonal skills
- A high level of experience and competency in providing customer service on tree related issues with the ability to manage and resolve complex customer requests
- Experience in contract management and/or project management
- Ability to meet timelines, work autonomously and work in a team environment
- Ability to exercise personal judgement within agreed standards to respond to requests in a timely manner