



Position Details

Position title:	Community Greening Officer
Award Classification:	Band 6
Department:	Open Space Recreation and Community Resilience
Division:	Community Wellbeing
Date Approved:	March 2026
Approved By:	Manager Open Space Recreation and Community Resilience

Organisational Relationships:

Reports To:	Coordinator Urban Forest
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, community groups, government representatives, Statutory Authorities, clients, suppliers, consultants and contractors.

Position Objectives

- To assist with the implementation of Council's Urban Forest Strategy 2024, Nature Strip Guidelines 2022, and Community Gardens Assessment Guidelines.
- To provide expert advice and guidance to the community regarding greening and open space projects, particularly in relation to nature strip gardens, community gardens and plots in open space.
- To work with teams across Council to develop community gardening opportunities.

Key Responsibilities and Duties

- Provide advice and information to the community on greening and open space issues, particularly relating to nature strip gardens, plots in open space and community gardens.



- Develop resources to assist the community to foster biodiversity, greening and community connection through gardening across the municipality.
- Manage and implement user agreements (such as licences) for community gardens and plots in open space.
- Respond to community requests on community greening, and work with community members to resolve compliance issues in relation to nature strip gardens, plots in open space and community gardens.
- Provide advice to and work with internal Council teams on nature strip gardening, de-paving and nature strip development and public gardening.
- Work with the community to improve biodiversity and greening outcomes in relation to nature strip gardens, plots in open space and community gardens.
- Update and maintain Council's website in relation to greening and open space.
- Prepare reports to Council as required on policy and operational issues related to services responsible to this position.
- Provide support to the Urban Forest and Open Space teams.
- Other duties as required.

Accountability and Extent of Authority

- Authority to give advice to Council, staff, public authorities and the community on greening and open space planning, particularly in relation to nature strip gardens and community gardens.
- Responsible for responding to the community on requests relating to greening and open space planning, including nature strips and community gardens.
- Positively represent Port Phillip City Council and advocate on behalf of the Organisation and enhance and maintain confidence in local government.

Judgement and Decision Making

- Provide expert specialist advice to the community on greening and open space planning issues, within an environment where stakeholders have conflicting interests.
- Apply understanding of the political, social and legal environment and organisational context of Council to decisions and actions.
- Proactively identify and solve problems and issues, sourcing guidance and advice both inside and outside of the organisation, as necessary. Guidance is not always available within the organisation.

Specialist Skills and Knowledge

- Experience in urban planning, arboriculture or horticulture, open space planning, ecology or biodiversity or a closely related discipline
- High level written and verbal communications skills and demonstrated ability to prepare concise and accurate reports, presentations and web content.



- Ability to confidently and positively liaise with a range of internal and external stakeholders, particularly community groups and individual community members.
- Demonstrated conceptual, strategic and analytical skills.

Management Skills

- Ability to manage own time, plan and organise own work, despite conflicting pressures, ensuring stakeholder involvement, budgets and timeframes are met.
- Demonstrate an ability to achieve organisational goals and objectives.
- Ability to manage projects and resources to meet deadlines.

Interpersonal Skills

- Demonstrated high level interpersonal and communication skills.
- Ability to interpret and convey complex information to different audiences using a range of mediums.
- Ability to create an atmosphere of trust and respect and build and develop positive relationships with internal and external stakeholders.
- Ability to work effectively both under supervision as well as achieve results with a minimum level of supervision.
- Ability to work collaboratively and manage situations when others may have conflicting views.

Qualifications and Experience

Academic:

- Tertiary qualifications in a relevant discipline such as arboriculture or horticulture, ecology or biodiversity, landscape architecture, open space planning or a closely related discipline or less formal qualifications with significant/demonstrated relevant professional experience.

Experience:

- Local Government experience desirable.
- Experience delivering greening or nature-based programs in an urban setting.
- Community consultation and stakeholder management experience.
- Demonstrated experience and high-level ability to mediate and liaise for positive outcomes with a range of stakeholders with conflicting interests.
- High level written and verbal communication skills and highly developed interpersonal and liaison skills.



Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification
- Working With Children's Check

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia



- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

1. Relevant Qualifications and Professional Experience

Relevant tertiary qualification in arboriculture, horticulture, ecology, biodiversity, landscape architecture, open space or urban planning, or a closely related field; or equivalent experience. Experience working in or with local government or the public sector, is highly desirable.

2. Experience Delivering Urban Greening and Nature-Based Initiatives

Demonstrated experience developing, delivering and supporting urban greening, biodiversity or nature-based initiatives, with the ability to translate strategic objectives into practical, community-focused outcomes.

3. Community Engagement and Stakeholder Management

Proven experience engaging diverse community stakeholders using sound judgement and professional communication to achieve positive outcomes. Ability to respond constructively to competing interests and contribute to positive outcomes alongside other Council officers.

4. Strategic Thinking and Problem Solving

Demonstrated capacity to interpret policy and think strategically, develop creative solutions and achieve outcomes.

5. Communication and Reporting Skills

Highly developed written and verbal communication skills, including experience preparing clear, accurate correspondence and public-facing content. Ability to explain complex or technical information professionally and inclusively.

6. Work Management and Collaboration

Strong organisational, planning and time-management skills, to be self-directed, collaborate effectively with internal stakeholders to achieve organisational and community outcomes.

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



Position Description

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spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First