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|-----------------|-----------------------------|-----------------|--------------------------------|
| POSITION TITLE: | Arborist                    | CLASSIFICATION: | Band 6                         |
| REPORTS TO:     | Coordinator Tree Management | DIRECTORATE     | Environment and Infrastructure |
| DEPARTMENT:     | City Environment            | TEAM:           | Tree Management                |

## OUR STRATEGIC CONTEXT



## PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

## VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

## VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

## COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

## HOW YOUR ROLE CONTRIBUTES

The Arborist plays a crucial role in the protection, maintenance and strategic management Council's tree assets, ensuring that trees are managed safely and sustainably, and in line with best practice. This role directly supports the delivery of Council's Urban Forest Strategy, supporting the growth and resilience of the urban forest to enhance biodiversity, manage climate change and improve community wellbeing.

Working collaboratively across teams and with the community, the Arborist will provide technical expertise to ensure the long-term health and sustainability of The City of Stonnington's tree canopy.

| RESPONSIBILITIES                     | KEY OUTCOMES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Tree management                      | <ul style="list-style-type: none"> <li>Assist to deliver Council's Urban Forest Strategy and Tree Management Plans.</li> <li>Maintain the health and vitality of Council's urban forest with the development and delivery of our City's tree maintenance, pruning and planting programs.</li> <li>Provide expert Arboricultural advice to internal teams, contractors and the community.</li> <li>Participate in the planning and development of urban forest management, policies and service objectives to meet community needs.</li> <li>Contribute to the preparation of reports, tree valuations and tree assessments.</li> <li>Maintain accurate reports of inspections and works completed.</li> <li>Support and monitor contractor performance in tree service delivery for the City of Stonnington</li> </ul> |
| Stakeholder and Community Engagement | <ul style="list-style-type: none"> <li>Provide customer service excellence fielding enquiries for information and Arboricultural advice on a wide range of tree related matters with a customer centric, responsive approach.</li> <li>Develop and build effective industry networks with peak bodies and outside organisations, fostering successful working partnerships which enhance service delivery.</li> <li>Build and maintain effective relationships with contractors and suppliers.</li> </ul>                                                                                                                                                                                                                                                                                                              |
| Legislative and policy context       | <ul style="list-style-type: none"> <li>Extensive knowledge in arboriculture and urban forest management in a Local Government context</li> <li>Knowledge and previous application experience of relevant Acts, Australian Standards, Regulations, Local Laws, Government and Council Policies.</li> <li>Extensive knowledge and application of the Electricity Safety (Electric Line Clearance) Regulations 2020</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                            |
| OHS                                  | <ul style="list-style-type: none"> <li>Adhere to safe work practices and procedures</li> <li>Ensure all works comply with the Occupational Health and Safety Act 2004 (VIC) and relevant environmental legislation</li> <li>Participate in OHS audits, trainings and other safety related activities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## KEY WORKING RELATIONSHIPS



**Direct reports:** Nil

**Internal:** City Environment and City Operations Departments, Customer Service, Planning, Building Compliance, Local Laws, City Projects, City Assets

**External:** Power Distribution Businesses, Water Authorities, Gas Authorities, Telecommunication Authorities, Road Authorities, Community Groups, LGAs

## REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

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| Accountability and extent of authority | <ul style="list-style-type: none"> <li>Undertake day-to-day operational decisions regarding tree management.</li> <li>Direct and oversee contractors to ensure compliance with work specifications and safety requirements.</li> <li>Provide technical Arboricultural advice to internal and external stakeholders to inform decision-making.</li> <li>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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Judgement and decision making          | <ul style="list-style-type: none"> <li>High level of self-motivation, initiative, problem solving and analytical skills.</li> <li>Exercise day to day problem solving skills particularly in relation to resources, time management and project delivery. Ensure issues and concerns are flagged with management in a timely manner.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Specialised knowledge and skills       | <ul style="list-style-type: none"> <li>Extensive knowledge in arboriculture and urban forest management</li> <li>Excellent interpersonal, written and verbal communication skills along with strong conflict resolution and problem-solving skills.</li> <li>Knowledge and previous application experience of relevant Acts, Regulations, Local Laws, Government and Council Policies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Management Skills                      | <ul style="list-style-type: none"> <li>Experience managing contracts including supervision of contractors to ensure that works and services are delivered in a timely and safe manner, resolving conflicts and maintaining productive relationships with the contractors.</li> <li>Ability to manage program of works to ensure efficient and timely delivery.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Interpersonal skills                   | <ul style="list-style-type: none"> <li>Strong level of interpersonal skills for liaising and building effective relationships with staff including executive leadership, members of the community and contractors.</li> <li>Excellent written and verbal communication skills.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Qualifications and Experience          | <ul style="list-style-type: none"> <li>Tertiary qualification in horticulture and/or arboriculture and demonstrated experience in urban forest management.</li> <li>Experience in Local Government is desirable but not essential</li> <li>Experience in providing expert horticulture and arboriculture advice to the community and other relevant stakeholders.</li> <li>Proven ability to gain cooperation and assistance from customers to efficiently and effectively solve emerging problems</li> <li>Demonstrated capacity to undertake contract and contractor supervision and deliver successful outcomes.</li> <li>Tech savvy and highly proficient in the use of data management systems, software and relevant applications.</li> <li>Must possess a current Working with Children Check/Valid Police Check or be willing to obtain both prior to commencing employment</li> <li>This role may be required to complete routine medical checks, undergo fit to work testing, update their police check as necessary, and maintain a current Working with Children Check to ensure compliance with organisational policies and safeguarding standards.</li> </ul> |

- **Licensing and Background Checks:** Current Victorian driver's licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC).

#### Capability Framework: Level 2 Accomplished

Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions

|                    |                                                                                                                                                                                                              |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Management | Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion. |
| Change             | Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.                            |
| Communication      | Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.                   |
| Good governance    | Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.                     |
| Achievement        | Achieve organizational goals by setting clear objectives, prioritizing tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement                         |
| Leadership Impact  | Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.                         |

#### WHAT WE ARE ALL RESPONSIBLE FOR



|                                         |                                                                                                                                                                                                                                                                           |
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| Workplace Health, Safety and Wellbeing: | We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk. |
| Diversity, Equity, and Inclusion:       | We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.                                                                |
| Code of Conduct:                        | We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.                                                                              |
| Service Promises:                       | We Empathise   We are Responsive   We are Transparent   We are Consistent   We Follow Through                                                                                                                                                                             |
| Safeguarding Children and Young People: | We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.                                                    |
| Sustainability:                         | We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.                                                                                                                                                  |

Review date: