

# TREE PROTECTION OFFICER, ARBORICULTURE

## POSITION DESCRIPTION

Position Title:	Tree Protection Officer
Responsible To:	Workgroup Leader, Arboriculture
Council Portfolio:	City Shaping
Council Program:	City Operations
Classification Level:	Salaried, Level 4

### Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

### Overview of Program

The City Operations Program ensures our City’s assets, including streets, park and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

### Key Relationships / Interactions

Internal	Employees across the City Operations Program City of Adelaide (CoA) employees across all Portfolios and Programs and Corporate Teams
External	Residents Community and stakeholder groups Property and business owners City of Adelaide visitors Local, State and Federal Governments Contracted service providers and suppliers Event organisers and Park Lands licensees

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## Primary Purpose

As part of the City Operations Program, the Tree Protection Officer supports the delivery of a range of projects and initiatives from pre-conception through to completion and provides advice and support to the Arboriculture Workgroup Leader.

This role plays a critical role in safeguarding Council-owned Regulated and Significant trees by ensuring compliance with relevant legislation and standards.

The Tree Protection Officer is responsible for supporting the Arboriculture Workgroup Leader with the coordination and allocation of tasks and resources to meet the organisations service standards and to achieve quality service outcomes.

In addition, the Tree Protection Officer will provide support to the Workgroup Leader, Arboriculture and Team Leader, Horticulture to ensure efficient and effective service and project delivery.

## Responsibilities

The Tree Protection Officer is responsible for:

- Supporting a proactive tree risk management program based on the City of Adelaide's Tree Management Framework, relevant supporting documents and legislative requirements.
- Providing advice to the Workgroup Leader, Arboriculture regarding the development and streamlining of policies, procedures and program plans relevant to Arboriculture.
- Supporting the implementation of a shared understanding of the vision, purpose and direction for the Arboriculture team based on the organisation's strategic and operational goals.
- Ensuring protection of trees throughout the City of Adelaide.
- Review technical designs and provide advice to improve tree retention and minimise impact on trees. and support to internal teams that contributes to a strong, effective team environment.
- Providing specialist advice to internal stakeholders and participating in cross-Council working groups to develop and review policies, practices, procedures and designs.
- Liaising & negotiating effectively with Local and State Government Agencies and other relevant stakeholders to build and maintain partnerships to assist Council in delivering objectives and projects.
- Supporting the development of workflows, responsibilities and systems for managing all incoming customer requests while fostering customer centricity, agility, positivity and resilience.
- Providing technical tree reports with detailed advice regarding the protection and retention of trees.
- Understanding shared agendas and where relevant, identifying opportunities to connect with other programs and relevant bodies for efficient and mutually beneficial outcomes.
- Supporting the development of partnerships with residents, community organisations and business to establish and deliver innovative projects across the city.
- Making timely decisions while managing risks to support efficient service delivery.
- Assist in the preparation and management of project and operational budgets related to specific works.
- Ensuring the effective management of Council resources by managing and ensuring compliance with document management, WHS, financial and procurement requirements in line with associated policies and procedures.

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## Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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## Selection Criteria

<b>Qualifications</b>	A Diploma in Arboriculture.	<b>Essential</b>
<b>People Management</b>	Demonstrated ability to supervise staff, contractors and volunteers in order to manage work and efficient use of resources in delivery across a complex range of areas and projects. Experience and knowledge in all areas of Project Management.	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	Sound financial skills to assist in the delivery of remuneration/contractor and resource budgets. This may include cost benefit analysis, forecasting and projections when required.	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	Extensive experience in the provision of service delivery in the Arboriculture space, including work programming and cost estimating. Experience and understanding of contract and project management within a Arboricultural environment. Sound understanding of relevant Australian Standards and Acts.	<b>Essential</b>
<b>Project Management</b>	Understanding of a project life cycle, and the ability to assist with strategies relating to projects and programs and the ability to promote cross functional collaboration. Demonstrated ability to manage time, complex tasks, challenging projects and competing deadlines concurrently.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	Proven ability to think strategically, analyse situations, develop creative solutions, and bring about outcomes. Ability to be adaptable and flexible and have a commitment to continuous improvement and have the ability to review procedures and systems and to recommend changes where appropriate. An innovative and creative thinker with the ability to translate ideas into actions. Proven experience in applying best practice principles and practices in supporting the development and delivery of projects, the measurement of performance and the review of services.	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	Exceptional time management and experience in supporting a diverse range of team deliverables and responsibilities. Sound understanding of resource and material requirements and allocations. Ability to develop strong relationships with suppliers and negotiate on behalf of Council.	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	A commitment to internal and external customers demonstrated through the provision of timely and reliable information and support.	<b>Essential</b>

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<b>Collaboration &amp; Communication</b>	<p>Ability to build positive relationships and engage, negotiate and communicate with a broad range of people, both internal and external to the organisation, including all levels of management, with professionalism and integrity.</p> <p>Possess a broad and active network of contacts within the community, residential and business sectors.</p> <p>Strong ability to work as part of a team with group processes and to effectively operate independently when necessary.</p>	<b>Essential</b>
<b>Administrative Skills</b>	<p>A high level of organisational skills</p> <p>Experience and understanding of software systems related to project management, communication and documentation of information.</p>	<b>Essential</b>
<b>Government Experience</b>	<p>Experience working in a government environment.</p>	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

### Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

#### Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



#### Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



#### Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



#### Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



#### Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours' work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

**Physical Demands** If this role is NOT an Office Based role, the physical demands may be different from this. The MySafety Team will assist the People Services Team to complete this section. Please advise if this is not an Office Based Role.

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. <b>PPE:</b> Office attire and appropriate footwear.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	
<b>Walking</b>	✓			Meeting with others, moving between rooms	
<b>Climbing</b>	✓			Option to take the stairs	
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

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### Agreement

This Position Description is only descriptive of the type of duties to be undertaken by your during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.