

POSITION DESCRIPTION

ARBORICULTURE APPRENTICE

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"> • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan 	<ul style="list-style-type: none"> • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future 	<ul style="list-style-type: none"> • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication

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The position is:

Position Title	Arboriculture Apprentice		
Department & Section	City Assets – Parks and Gardens		
Team	Tree Maintenance		
Reporting to	Group Leader		
Positions Reporting to it	Nil		
Classification and Stream	Apprentice		
Position Number		Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Supports the Tree Maintenance programs for our community
- Contributes to our community's sense of place
- Help make our city a safer place to live and to work

What does the position do?

- Provides assistance for the Council in support of Council's programmed works.
- Undertakes the position in an effective, efficient and safe manner using Council's Safe Work Procedures and in line with Council policy.
- Contributes to City Assets' daily operations of the works program
- Works effectively as a member of a high performing work team always ensuring the provision of quality customer service.
- Ensures that all work is carried out in a timely manner to the required quality standards.
- Interacts with members of the public and service providers in a friendly and polite manner
- Ensure compliance with the Code of Conduct, Council policies, procedures and guidelines
- Other reasonable duties as required
- Work at other locations within Council if required

What outcomes does the position deliver?

- Experience working in Tree Maintenance while completing a Cert III in Arboriculture
- Comply with safe work method statements, safe operating procedures and daily job safety analysis and any other safety related requirements.
- Safe operation of both Council owned and hire plant and vehicles.
- Learn to provide and carry out sound horticulture/arboriculture maintenance practices.
- Other reasonable duties as required are undertaken

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

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Qualifications for the position

- Hold a current Driver's license.

Experience

- Previous experience in landscaping, horticulture or related field is desirable (can be undertaken via Schooling/Community Activities)

Knowledge

- Knowledge of horticultural/arboriculture principles and practices is desirable

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____