



Position Description – City Arborist

Division	City Operations
Portfolio	City Maintenance
Business Unit	Trees and Irrigation
Level	6 / 7 - Classification level will be commensurate with qualifications and experience
Reports To	Coordinator Trees and Irrigation
Prescribed Position	No

Position Objective

To ensure the City's arboricultural assets are professionally managed, maintained and enhanced through expert assessment, proactive risk management, and sustainable planning. The City Arborist provides technical leadership in arboriculture and contributes to tree strategy implementation, street tree planning, and urban forest outcomes that reflect Council's environmental and community goals.

Key Responsibilities

- Undertake detailed tree condition inspections and risk assessments in line with AS 4373-2007 and relevant legislation.
- Provide expert advice on appropriate tree species selection, pruning, planting, health and long-term maintenance strategies.
- Contribute to the development, implementation and review of Council's Tree Strategies, Tree and Streetscape vegetation Policy and Open Space Service standards.
- Support delivery of street and reserve tree planting programs, including planning, implementation, budgeting and contractor engagement.
- Implement, monitor and update tree asset data, undertake audits, and use analytics to support risk management and service planning.
- Collaborate with Planning and Compliance staff to assess development applications both private and council own trees and investigate breaches related to unauthorised tree works.
- Respond to internal and external enquiries related to tree matters, delivering excellent customer service and technical advice.
- Prepare clear, concise and timely arboricultural reports, including Council reports and professional documentation.

- Support the Coordinator Trees and Irrigation in supervising tree management contractors and at times internal teams.
- Participate in interdepartmental projects ensuring integration of arboricultural needs with engineering and infrastructure plans.
- Exercise delegated authority for tree removal approvals in accordance with Council policy and legislative requirements.
- Undertake individual and collective tree valuations and maintain accurate tree inventory records.
- Promote tree protection and retention in public spaces through community education and engagement initiatives.
- Represent Council on relevant committees and working groups.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for developing a risk aware culture by ensuring the implementation, maintenance and evaluation of risks within their areas of responsibility, in accordance with the Risk Management Framework.
- Responsible for providing leadership of the safety and wellbeing of their staff in accordance with the Work Health & Safety Act 2012 and will provide leadership in the implementation and monitoring of Council's Work Health & Safety Management System within their area of responsibility.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Strong analytical and problem-solving abilities in arboricultural contexts.
- Sound judgement and decision-making skills with minimal supervision.
- Excellent interpersonal, negotiation and customer service skills.
- Ability to interpret technical plans, specifications and GIS data.
- High-level written communication including report and specification writing.
- Proficiency in Microsoft Office and corporate systems (e.g. asset management, CRM, document management).
- Time management skills with the ability to manage competing priorities.
- Ability to work collaboratively with internal teams and external stakeholders.

Knowledge

- Comprehensive knowledge of arboriculture, tree risk assessment and management.
- Understanding of relevant legislation (e.g. Local Government Act, Planning, Development and Infrastructure Act 2016).
- Familiarity with WHS legislation and creating/maintaining child safe environments.
- Awareness of contemporary best practices in urban tree management and biodiversity planning.

Experience

- Extensive hands-on experience in arboriculture, including assessment and maintenance.
- Practical experience in tree maintenance program delivery.
- Experience preparing arboricultural reports and participating in cross-functional project teams.
- Experience with asset data collection, analysis and risk auditing.

Qualifications & Requirements

- | | |
|--|-----------|
| • AQF Level 5 qualification in Arboriculture (Diploma of Horticulture – Arboriculture) | Essential |
| • Car Licence | Essential |
| • Training in WHS, GIS/spatial systems, or leadership | Desirable |