

SENIOR ARBORIST

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 We serve our community well • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	Grow & Improve We improve our work everyday • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	Better Together We collaborate & create to deliver meaningful outcomes • 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	Senior Arborist		
Department & Section	City Assets – Parks and Gardens		
Team	Tree Maintenance		
Reporting to	Tree Maintenance Team Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA 5		
Position Number	7025	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

- To ensure that our street trees are established and maintained to help further increase our tree canopy and safeguard our community from the risk of damage to person or property from trees
- The Arboriculture Officer is responsible for tree assessments, the monitoring and maintenance of the Cities trees within its streets, reserves & open space
- Assists to achieve service standards which are part of our tree maintenance programs & proposed development applications
- Provide resident consultation & notification regarding street tree requests for pruning & removals
- Helps keep the community safe during extreme weather events
- Maintains the infrastructure that supports the safe movement of traffic through our City
- Helps to make our City a cleaner, safer place to live and work
- Completes a range of tasks with sensitivity to our heritage and natural environments
- Contributes to our community's sense of place

What does the position do?

- Provides high level customer service response to customer requests, written & verbal reports on Council tree matters for development applications to internal, external customers, residents
- Provides leadership specialist advice to Tree Maintenance staff, including the implementation and supervision of operational programs that maximise the health, safety, and aesthetics of the urban tree canopy within the City of PAE
- Provides relevant arboriculture advice to the Planning department towards development applications within required time frames
- Inspects, reviews customer requests, development applications & provides timely advice to internal, external customers in accordance with Council's business plan
- Provides relevant arboriculture correspondence reports to residents and internal, external customers' requests
- Oversees, check, and verify daily contractor hire sheets, material delivery sheets, plant and equipment hire sheets, outputs, all works are completed satisfactorily
- Responsible for engaging managing contractors on cost effective delivery of works, and adherence to appropriate work health & safety procedures
- Supervises SA Power Networks vegetation line clearance programs and their contractors

- Maintains registers data bases relative for all Council tree assets
- Liaises with the Field Team Leader and other Group Leaders to ensure maximum use of Council and hired resources
- Helps, manages, acts, and responds to storm, flooding and weather emergency situations
- Supports Field Team Leader in ensuring performance objectives of the Tree Maintenance team are met
- Responsible for the completion, accuracy, and submission of daily documentation, including required safety documentation
- Ensures compliance with the Code of Conduct, Council policies, procedures, and guidelines
- Contribute to the maintenance of our city's:
 - Parks, gardens, and playgrounds
 - Trees and vegetation
- Other reasonable duties as required
- Work at other locations within Council if required

What outcomes does the position deliver?

- Customer requests and development applications are resolved in a timely manner and all relevant stakeholder are provided with accurate advice
- Interactions with Community, members of the public and other service providers are respectful, friendly and polite
- • Relevant Australian Standards, including AS4373-2007 Pruning of Amenity Trees are complied with
- • Actively contribute to the goals of your work team.

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
- Good 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

Qualifications for the position

- Diploma in Arboriculture is essential
- Class C drivers licence

Plant licenses/competencies

- Work Zone Traffic Management (WZTM) competency
- High Risk Licence (EWP)
- Operate & maintain chainsaws

Experience

- Minimum 5 years in a leadership/similar arboriculture works role is essential
- High level of experience in field operations

POSITION DESCRIPTION



- Advanced computer skills
- Providing technical, arboriculture reports correspondence to a high level
- Identifying risks & maintaining systems to improve tree services outcomes in reducing the exposure to public liability claims

Knowledge

- High level of working knowledge required of a technical and professional nature from qualifications and or extensive work experience
- Demonstrated experience in managing Arboriculture practices & techniques
- Demonstrated experience in Urban Forest Management – Urban development and its effect on the Urban Forest
- Local Government Act (1999) & Development Act (1993)
- SA Power Network & SA Water Regulations in relation to vegetation clearance, planting
- Budgetary management
- GIS Applications

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

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Staff

- 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: _____