

## POSITION DESCRIPTION

<b>Position Title:</b>	Tree Care Coordinator		
<b>Classification:</b>	Band 8	<b>Status</b>	Full time
<b>Group:</b>	Infrastructure and Environment	<b>Business Unit:</b>	Operations
<b>Reports to:</b>	Manager Operations		
<b>Direct Reports:</b>	Team Leader Arboriculture	<b>Date:</b>	April 2024

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

The Tree Care Coordinator provides guidance to a team of arborists, ensuring efficient delivery of tree-care services. They develop sustainable strategies aligned with council's objectives and enhance processes. Additionally, they conduct risk assessments, manage emergencies, and ensure compliance with regulations while overseeing financial aspects and offering strategic advice for arboriculture services.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

### Team Development and Support:

- Determine staffing needs, roles and responsibilities required for the development, delivery, and implementation of all tree-care processes, policies, and strategies.
- Provide guidance, feedback, coordination, and development to a small team of qualified arborists.

### Policy and Strategy Development:

- Develop and implement long-term sustainable strategies for the management and maintenance of the tree population in alignment with best practices and the Council's goals and objectives.

- Guide, oversee, and support the redevelopment of our tree database, identifying and delivering improvements to processes, and planning for future planting and maintenance.

### **Risk Assessment, Compliance and Regulation Management**

- Ensure that regular inspections and risk assessments are completed to identify potential hazards, including diseases or unstable structures. Develop and implement risk management plans to mitigate hazards.
- Develop, coordinate, and implement response plans for emergencies such as storms and natural disasters. Coordinate with relevant emergency services and internal stakeholders to ensure a prompt and effective response to emergency situations.
- Ensure compliance with all applicable regulations and standards, including the management of Cardinia's Electric Line Clearance Management Plan.

### **Financial Management:**

- Oversee contracts for tree maintenance, removal, and emergency services.
- Monitor, manage, and report on budget performance.
- Offer strategic advice in the development of business and project plans related to the delivery and maintenance of arboriculture services.

### **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures, and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

### **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors, and the public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Provide leadership, specialist advice, direction and expertise on policy, goals and projects within Operations to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.

### **JUDGMENT AND DECISION MAKING**

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation, and the Enterprise Agreement to make decisions.
- Work involves the application of improvement suggestions, recommendations and problem solving

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills.
- Proven ability to plan and implement workplace change to deliver outcomes for the community and organisation now and into the future.

## **INTERPERSONAL SKILLS**

- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.

## **MANAGEMENT SKILLS**

- Ability to effectively manage, coach and support employees throughout the organisation.
- Be proactive and prioritise activities according to level of urgency with the ability to achieve objectives despite conflicting pressures.
- Lead and influence a collaborative and innovative values-based culture.

## **QUALIFICATIONS AND EXPERIENCE**

- A Diploma in Arboriculture and extensive, diverse experience across relevant areas of arboriculture in a Local Government environment.
- Demonstrated experience in managing and delivering employee lifecycle and industrial / employee relations support and guidance.
- Experience in leading, mentoring and developing a team.
- Demonstrated application of extensive knowledge and experience in tree maintenance services in both streetscapes and open space areas.
- Experience in working in a complex, multi-disciplinary organisation.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence.

## **KEY SELECTION CRITERIA**

- Demonstrated ability to develop and implement sustainable strategies for tree population management in alignment with best practices.
- Proven track record in conducting thorough risk assessments to identify potential hazards and implementing effective risk management plans.
- Extensive experience in overseeing contracts for tree maintenance, removal, and emergency services.
- Excellent communication, negotiation, and interpersonal skills to effectively manage tasks, resolve issues, and foster a collaborative work environment.
- Diploma in Arboriculture and significant experience in relevant areas of arboriculture within a Local Government environment.
- Financial acumen and the ability to manage business unit budgets effectively.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work independently and make sound decisions based on experience and good judgement.

## **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

**Tenure** This is a full-time ongoing position

**Pre-employment checks** All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.

