

## POSITION DESCRIPTION

<b>Position Title:</b>	Team Leader Arboriculture Works		
<b>Classification:</b>	<b>Band 7</b>	<b>Status</b>	<b>Full Time Permanent</b>
<b>Group:</b>	<b>Infrastructure and Environment</b>	<b>Business Unit:</b>	<b>Operations – Tree Care</b>
<b>Reports to:</b>	<b>Coordinator Tree Care</b>		
<b>Direct Reports:</b>	<b>Arborist Works</b>	<b>Date:</b>	<b>October 2024</b>

### ORGANISATIONAL CONTEXT

Cardinia Shire Council (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.

The Tree Care Team consists of two divisions:

- (a) Arboriculture Works – focus is reactive and proactive inspections and works, contract management, tree related risk management and implementation and maintenance of tree asset management system.
- (b) Arboriculture Development and Projects – focus is development impact on existing trees, providing advice to internal departments (Planning, Development, Parks Planning, Asset Protection, etc.), annual tree planting program, subdivision tree handovers.

### POSITION OBJECTIVES

- Lead the Arboriculture Works team to manage the reactive and proactive Works Programs to maintain and enhance the Shire’s tree population.
- Adhere to the relevant Council Policies, Industry guidelines/standards and applicable legislation to maintain and enhance the Shire’s tree population.
- Build and maintain relationships within the department and across all business units, ensuring continuous improvement to achieve the most desirable outcome.
- Provide and coordinate specialist and technical advice to internal and external stakeholders.
- Coordinate the management and delivery of the Works Program.
- Contribute to the development and delivery of the Tree Care Business Plan goals and more broadly Council objectives.

- Ability to act as a role model and leader to create an environment where teams live Cardinia Shire Council's shared values and behaviours.

## **KEY RESPONSIBILITIES AND DUTIES**

Key responsibilities include, but are not limited to:

- Provide project management oversight, including contractor management, ensuring the arboriculture programs are carried out within Council's budget and specifications.
- Oversee the management of contracts and contractors. Develop and maintain performance monitoring for contracts and projects, periodically reporting on performance against program and service levels.
- Keep abreast of urban forest, open space and environmental planning trends and best practices and ensure knowledge is shared across relevant Council business units.
- Lead, motivate, develop, the members of the Arboriculture Works Team.
- Provide the Coordinator with regular reports and feedback on the team, ensuring open and regular information exchange between key stakeholders.
- Develop and maintain a political savvy culture within the team to ensure that decision-making and project delivery is undertaken with line of sight to Senior Management, Councillors, and key internal stakeholders.
- Develop and maintain positive relationships across the organisation's key internal teams and external customers to deliver outcomes aligned to the departmental and organisation objectives ensuring outcomes are consistent and to a high standard.
- Assist the Coordinator with the development and implementation of policies, strategies, and asset management plans for the management and enhancement of the Shire's tree population.
- Identify, develop, implement, and oversee outcomes for innovation and continuous improvement.
- Provide specialist advice and manage the team's response on Council tree matters.
- Assist with the development and implementation of a Tree Asset Management System, to meet strategic and sustainable target objectives.
- Respond to escalated internal and external tree requests relating to works.
- Oversee the investigation and provision of appropriate recommendations on all matters that affect trees in relation to Planning and Local Laws.
- Assist the Coordinator Tree Care with the response during and after "Extreme Weather Events" including the coordination of contractors and the collection of relevant data.
- Provide support to Coordinator Tree Care with Arboriculture Development and Project tasks when necessary.
- Other duties as required and / or directed.

## **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.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

## **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 general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Supervise and manage the day-to-day operations of the Arboriculture Works function.
- Accountability for the quality, accuracy and effectiveness of the Arboriculture Works function.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects 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.
- Development and maintain related policies, practices, and procedures.

## **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**

- Extensive experience and knowledge when applying techniques and practices applicable to managing trees for reactive and proactive works.
- Excellent written and verbal communication skills to enable interaction with internal staff, members of the public and community groups, and for the preparation of corporate reports and correspondence.
- Demonstrated experience in managing projects and contractors.
- Demonstrate specialised, well-developed skills in people management, communication, conflict resolution and problem solving.
- Experience in managing and delivering employee lifecycle support and initiatives.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

## **INTERPERSONAL SKILLS**

- Demonstrate self-awareness and a commitment to personal growth.
- 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.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

## **MANAGEMENT SKILLS**

- Ability to coach, guide and lead a team to ensure effective and efficient service delivery.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.

- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing.
- Lead and influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practises and processes.

## QUALIFICATIONS AND EXPERIENCE

- Diploma Arboriculture (AQF 5) preferable or is willing to undertake and/or working towards completing the qualification.
- Tree Risk Assessment qualification, or willing to attain either the Tree Risk Assessment Qualification (TRAQ) or Quantified Tree Risk Assessment (QTRA).
- Several years of experience in a relevant work environment.
- Demonstrated experience in managing projects/programs and providing technical advice relating to Arboriculture.
- Demonstrated ability to manage contracts and contractors.
- Leadership capability and demonstrated management experience.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence.

## KEY SELECTION CRITERIA

- Diploma Arboriculture (AQF 5) preferable or are willing to undertake and/or working towards completing the qualification.
- Several years of experience in a relevant work environment.
- Financial acumen and the ability to manage business unit budgets effectively.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Demonstrated ability to identify, initiate, and build productive relationships both internally and externally.
- Demonstrated technical expertise on Arboricultural processes with experience in works management.
- 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.
- Extensive knowledge and experience of Arboriculture related policies, procedures and relevant acts, legislation and regulations.
- Proven experience in a supervisory role.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

## CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

**Tenure** This is a full-time 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 Financial Background Check, Traffic Check or Working with Children Check.