POSITION DESCRIPTION

POSITION	POSITION NUMBER
Supervisor Urban Forest	**1108b**
CLASSIFICATION	**ANZSCO CODE**
Band 6	**362511**
DEPARTMENT	**DIVISION**
Operations	**Infrastructure and Environment**
AGREEMENT	**LOCATION**
Ballarat City Council Enterprise Agreement no. 9 2023	**City of Ballarat Operations Depot**

Position Objectives

The position plays a key role in the management and maintenance of the City of Ballarat's unique Urban Forest. The Supervisor Urban Forest will work closely with external contractors and volunteer community groups to facilitate programs and projects such as revegetation planting, weed control and other conservation works.

Key Responsibility Areas

- Co-ordinate the management and maintenance of the City of Ballarat's unique urban forest
- Manage and maintain all Council trees using best industry practice.
- Maintain asset management systems to record all activities associated with the City of Ballarat's Tree Population
- Oversee all tree maintenance activities carried out by staff and contractors.
- Support Council's plan to maintain, enhance and expand the tree data register.
- Monitor budgetary expenditure in accordance with council approved budgets.
- Provide quality customer service in regard to all tree related requests.
- Compliance with the City of Ballarat's Tree Management Plan and Road Management Plan
- Assist with the planning and delivery of Councils Urban Forest Tree Planting programs in line with approved strategies
- Ensure the ongoing development, maintenance, and accuracy of Ballarat's urban tree inventory.
- Manage, mentor, and develop arboriculture staff to achieve best industry performance.
- Maintain arboriculture unit recurrent expenditure within council approved budgets.
- Schedule equipment to achieve full utilisation for maximum output.

OHS

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:	DIRECT REPORTS:
Coordinator Urban Forest and Open Spaces	Team Leader Arboriculture Natural Resource Officers

ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
All Council Staff	• Contractors • Suppliers • Residents & General Public • Community Groups • Government Authorities

Accountability and Extent of Authority

- Accountable for arboriculture standards and service levels in the provision of arboriculture activities within the City of Ballarat
- Coordinate a strategic response for delivery of arboriculture activities within the City of Ballarat in relation to customer service requests, Tree Management Plan and Road Management Plan
- Provide a high level of customer service to residents and internal customers
- Provide technical advice and assist management in the development of urban forest policy
- Accountable for the workplace health and safety of Council staff and contractors engaged in tree maintenance on behalf of the organisation
- Assist in the goal to achieve a 40% tree canopy cover throughout urban Ballarat by 2040
- Work closely with the Tree Surveillance Officer to manage tree related risk throughout the City of Ballarat

Judgement and Decision Making

- Ability to make decisions on behalf of the organisation in relation to tree management based on detailed arboriculture knowledge, extensive prior experience and organisational objectives
- Utilise sound judgment in decision making when negotiating with internal and external customers in accordance with organisational objectives
- Ability to reach mutually agreeable solutions with customers and stakeholders while ensuring risk to Council is minimised
- Ability to use extensive technical knowledge and prior experience when problem solving new or unusual tree related issues
- Situations not previously encountered are likely to occur from time to time and guidance may not be available from within the organisation. A combination of prior knowledge, research and innovation may be required to bring about an acceptable solution.

Specialist Skills and Knowledge

- Extensive experience in managing trees in a local government setting.
- Well-developed expertise in tree problem identification and resolution
- Demonstrated knowledge and expertise in discussing complex tree related issues with external or internal customers and stakeholders.
- Demonstrated ability in providing high quality customer service.

Management Skills

- Ability to plan, organise and manage own time to achieve set objectives and meet deadlines in order to deliver expected outcomes amongst conflicting pressures.
- Ability to successfully manage a team of qualified arborists and arb technicians in an efficient and effective manner to deliver set goals and objectives
- Ability to manage and implement personnel policies, workplace health and safety and recruitment selection procedures in accordance with organisational objectives
- Ability provide timely technical support to other parts of the organisation
- Ability to assist in the development of resource growth plans to meet the future management needs of Ballarat's increasing and evolving tree assets
- Provide expert Arb reports to Management or Risk team

Interpersonal Skills

- Highly developed communication skills, gain the co-operation of customers, contractors, and employees.
- Ability to effectively communicate face to face with customers and colleges to resolve complex issues in a sensitive manner
- To mentor, motivate and develop staff to deliver best industry practice and create genuine succession opportunities internally
- Demonstrate understanding and patience in matters of potential conflict.
- Exceptional written communication skills aimed at various levels

Qualifications and Experience

- Diploma in Arboriculture or equivalent knowledge and experience
- Business management qualifications an advantage
- Understanding of Arboriculture Minimum Industry Standards
- Minimum 5 years' experience in leading an Arboriculture team.
- Local Government experience an advantage.
- Extensive knowledge of workplace health and safety in relation to the Arboriculture Industry

SELECTION CRITERIA

- Qualifications and experience as stated above
- Experience in budget management and budgetary processes
- Demonstrated highly developed skills in team management and leadership
- Highly developed skills in tree ID, disease diagnosis and knowledge of plant function
- Extensive background in customer relations and highly developed interpersonal skills
- Values driven to meet organisational goals and outcomes
- Current Victorian Drivers License

City of Ballarat Core Values

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date: