



Position Details

Position title:	Tree Establishment Officer
Award Classification:	Band 6
Department:	Waste and City Maintenance
Division:	City Infrastructure
Date Approved:	September 2026
Approved By:	Manager Parks and Infrastructure

Organisational Relationships:

Reports To:	Senior Arborist
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Support the protection, enhancement and sustainable management of Council's urban forest through the planning, development and delivery of tree planting and establishment programs.
- Provide specialist technical advice and guidance on arboriculture and tree management matters to all departments across Council.
- Deliver agreed program outcomes and customer service standards through effective contractor management, performance monitoring, reporting, and the timely resolution of customer enquiries and requests.

Key Responsibilities and Duties

- Prepare and implement tree planting plans and establishment programs for new and replacement street and park trees identified through customer requests, tree removals, and



infill planting assessments, to support the delivery of Council's Urban Forest Strategy 2024-2040.

- Collaborate with relevant departments across Council to monitor and report on the progress of Council's broader tree establishment program, including the preparation of reports for management, Councillors and the Executive Leadership Team.
- Respond to enquiries and service requests from internal and external stakeholders regarding tree planting and tree management matters, providing specialist technical advice, resolving issues, and issuing work instructions to contractors as required.
- Monitor and ensure compliance with contract specifications, service standards, management plans, maintenance programs, and planting programs, maintaining accurate records and documentation to support program delivery and accountability.
- Authorise works and process payments within delegated authority limits, and undertake other duties as directed by the Senior Arborist, within the employee's skills, competencies, and training.

Accountability and Extent of Authority

- Moderate degree of authority to act on behalf of Council to achieve policy and strategy objectives.
- Responsible for providing accurate and concise information to customers – both internal and external.
- Responsible for management of allocated budget within delegated authority.
- Positively represent the City of Port Phillip when communicating with external customers.
- Ensure all duties are completed within the required timeframes.
- Exercise delegated authority in the delivery of approved tree establishment programs and allocated budgets, operating within Council policies, procedures and program objectives, with regular reporting to the Senior Arborist on program performance, outcomes and expenditure.

Judgement and Decision Making

- Make operational decisions relating to tree establishment and urban forest assets in accordance with Council policies, procedures, industry standards and established arboricultural practices.
- Perform tasks using own judgement to solve problems / issues, selecting solutions from a range of techniques, systems, equipment, methods, or processes with guidance and advice usually available.

Specialist Skills and Knowledge

- Demonstrated specialist knowledge of arboriculture, including tree species selection, planting site assessment, and best-practice tree establishment techniques.
- Demonstrated experience providing specialist technical input into the implementation and review of policies, strategies, plans and guidelines relating to urban forest management.



- Demonstrated ability to coordinate, monitor and report on contractor performance to support delivery of tree establishment programs and service standards.
- Proven ability to build effective working relationships and gain the cooperation of employees, contractors, and other stakeholders to ensure planting and maintenance activities are delivered efficiently and with minimal disruption to the community.
- Well-developed administrative, organisational, and time management skills, including experience in work planning, program delivery, and budget monitoring within a local government environment.
- Proficiency in the use of corporate systems, including Forestree and TechnologyOne (OneCouncil), together with Microsoft Office applications and Microsoft Teams.
- Demonstrated experience in planning, implementing and delivering work programs to achieve agreed organisational objectives and support Council strategies, policies and procedures.
- Demonstrated effective contract management and/or project management skills and the ability to deliver outcomes within agreed timeframes and budgets.
- Ability to manage your own time, plan and organise your own work and resources, while working with a degree of autonomy under the direction of the Senior Arborist and coordinate and undertake a range of tasks simultaneously and often under pressure.

Interpersonal Skills

- Excellent written and verbal communication skills.
- Ability to effectively communicate face to face with customers (internal and external) to resolve matters in a sensitive manner.
- Ability to gain cooperation and assistance from internal departments and key stakeholders in the administration of defined activities.
- Assist other employees by providing technical advice and guidance related to tree planting and establishment.
- Proficiency in preparing internal or external correspondence and reports with an appropriate awareness of sensitivity to the reader is important.
- Ability to liaise with contractors, authorities and employees across Council to discuss specialist tree establishment matters and resolve operational issues affecting program delivery.

Qualifications and Experience

- Relevant qualification in Arboriculture, Horticulture, Landscape Architecture, or a related discipline, together with a minimum of five years' relevant professional experience, preferably within a local government environment.
- Demonstrated broad technical knowledge of urban forest management, including a sound understanding of relevant legislation, standards, policies, and industry guidelines.
- Proven experience in the development, implementation, and management of tree planting, establishment, and urban greening programs, or similar initiatives.



- Demonstrated experience providing specialist technical input into the implementation and review of policies, strategies, plans and guidelines relating to urban forest management and tree canopy enhancement.
- Demonstrated experience in the accurate collection, recording, and management of data using digital devices, software applications, and information management systems.

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

Pre-employment screening will apply to all appointments.



Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Relevant qualification in Arboriculture, Horticulture, Landscape Architecture, or a related discipline, together with a minimum five years' relevant professional experience, preferably within a local government environment. Applicants with lesser qualifications and substantial relevant experience may also be considered.
- Demonstrated experience in the development and implementation of tree planting and establishment programs, including strong species identification, selection, and planting site assessment skills.
- Demonstrated ability to supervise, manage and report on contractor performance, including an understanding of contract requirements and the ability to ensure agreed service outcomes are achieved.
- Highly developed interpersonal, written and verbal communication skills, with the ability to effectively engage with internal and external stakeholders and prepare reports, correspondence and briefing information relating to tree establishment activities.
- Demonstrated experience in delivering a high standard of customer service, including the ability to manage and resolve arboriculture-related enquiries, issues and requests.
- Demonstrated ability to effectively manage competing priorities, meet deadlines, work autonomously, and contribute positively within a team environment.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.