POSITION DESCRIPTION		
blue mountains City Council	**Position Title:**	Urban Forest Officer
	Position Number	P00277
	Directorate	EPS
	Service	Urban Forest Team
	Location	HQ Katoomba
	Created/Updated	15/10/2024
	Position Classification:	**Band 7**

POSITION PURPOSE/OBJECTIVE

The Urban Forest Officer will be a leader in tree and urban forest management initiatives to enhance public safety, protect biodiversity, and retain and increase urban forest canopy. Responsibilities include conducting tree health and hazard assessments, managing risk using advanced tools (GIS, PiCUS), and aligning tree strategies with climate change adaptation and sustainability goals. The role involves overseeing contractor performance and ensuring policy compliance and integrating tree management into broader urban forest planning. The Officer will also engage the community and stakeholders through education and collaboration, driving programs that promote tree conservation and urban greening while promoting safety, service excellence, and legislative compliance.

RELATIONSHIPS

Reports to Position title	Program Leader- Urban Forest
Reports to Position Number	P01073
Staff Responsibility:	Nil
Key Internal Relationships:	Arboricultural Technicians, Town Planners, DMT Investigators, Engineers, Environmental Scientists, Landscape Assessment Officers, Rangers, Asset Inspectors, Open Space staff and Customer Service staff.
Key External Relationships:	Residents and other members of the community; Government authorities, applicants for development / tree removal, contractors, consultants, Council's legal advisors.

SPECIFIC RESPONSIBILITIES

- **Tree Assessment and Risk Management**
  - Conduct detailed assessments of tree health, structural condition, and hazard risk following council policies, legislation, and industry best practices (ISA, Arboriculture Australia and QTRA).
  - Proactively manage tree risk, with a focus on public safety, infrastructure protection, and promoting biodiversity within urban areas.
  - Implement advanced techniques in tree risk assessment, including new technologies like PiCUS, aerial surveys, and GIS mapping tools to monitor tree health and canopy coverage. Trial new technology eg Use of Drones
- **Strategic Tree Management**
  - Assist in the development and implementation of urban forest management plans that align with climate change adaptation strategies, environmental sustainability goals, and urban greening targets.
  - Assist in the development of tree selection, planting, care, and replacement strategies tailored to local ecological conditions, with emphasis on long-term canopy enhancement and habitat creation.
  - Collaborate with other departments to ensure that trees and vegetation are integrated into broader environmental and land use planning initiatives.
- **Community and Stakeholder Engagement**
  - Participate in community outreach through educational programs, public workshops, and media campaigns to advocate for tree conservation, urban greening, and sustainable practices.
  - Collaborate with stakeholders, including private landowners, developers, and public authorities, to resolve tree management concerns in a cooperative and transparent way.
  - Design and implement initiatives to motivate private landowners to plant and care for trees that enhance the city's canopy cover and support climate resilience objectives.
- **Contractor and Project Management**
  - Oversee all external contractors performing tree maintenance, removal, and planting activities, ensuring adherence to best practices and council standards.
  - Conduct regular audits of contractor performance, with a focus on efficiency, safety, and environmental outcomes.
  - Innovate the use of digital tools and project management software to streamline workflows, including real-time monitoring of tree work and public reporting tools for tracking progress.
- **Policy and Compliance Enforcement**
  - Provide updates on policies and contribute to the development of guidelines for urban tree management, ensuring they align with current environmental legislation and sustainability initiatives.
  - Conduct investigations into breaches of tree preservation regulations, such as unauthorized removal or damage of trees, preparing legal documentation when necessary and serve as an expert witness in court proceedings.
  - Strengthen community compliance through proactive outreach, clear communication regarding non-compliance, and facilitating mediation to resolve tree related conflicts around tree disputes.
- **Climate Resilience and Urban Ecology**
  - Take an active role in climate change adaptation through species selection and forest structure that enhances urban resilience to heatwaves, storms, and shifting climatic conditions.
  - Integrate principles of biodiversity conservation, ensuring that urban forestry strategies support native species, pollinator habitats, and wildlife corridors.

- Utilize the climate analogue tool (which plant where) and other ecological models to inform species selection and ecosystem restoration efforts.

Guiding Principles

- We act as one organisation responding to the changing needs of our LGA and community
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused ` we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture
- We are a financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community.

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition, you are always required to comply with Councils Asbestos Management Plan and Policy.

Compliance & Risk

You are responsible for ensuring that you conduct your risk management responsibilities as described in council's Enterprise Risk Management (ERM) Policy and Procedure (the ERM Framework) with the goal of ensuring that potential issues are identified and reported in a timely manner.

In undertaking your work should you identify contaminated land or potentially contaminated land, including but not limited to Asbestos contamination you are required to notify your supervisor immediately.

Teamwork and quality services

Work collaboratively and contribute to quality outcomes:

- Provide exceptional customer service, including responding quickly to customer inquiries and providing the required service in a timely manner.
- Identify policy and / or procedures needs and actively participate in the development thereof.
- Provide support to other teams in the Directorate as required.
- Build relationships with team members showing consideration and respect.
- Maintain relationships and workflow between the Teams and other parts of Council to ensure that customers are provided with a seamless service.
- Guide others by sharing experiences and discussing how to handle current or anticipated outcomes.
- Apply principles of Workplace Health and Safety and Anti-Discrimination legislation in work practices and procedures.

COMMUNICATION

The person will communicate with a wide range of people in a variety of internal and external settings. The person will receive, interpret, and act upon written and verbal information, and provide a response in both written and verbal forms. The person will need to be able to lead discussions, carry out negotiations and make presentations in areas of functional responsibility. The role will require persons to represent and clearly articulate Council's position in negotiations and discussions with external parties and organizations.

JUDGEMENT & PROBLEM SOLVING

Positions have a high level of independence in solving problems and using judgement in resolving problems. Problems can be multi-faceted requiring detailed analysis of available options to solve issues. This will require the person to possess a sound knowledge of relevant legislation and Council policies.

AUTHORITY

1. Effective management and supervision of staff within the team including associated staff leave, recruitment and performance management and review authorizations.
2. Delegation to act as an authorized officer to perform specified functions and duties relevant legislation applicable to the functional areas of responsibility for the position.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

Qualifications	AQF Level 5 Arboriculture or Enrolled in AQF Level 5 Arboriculture within 3 months. Current NSW Drivers' licence. General WHS Induction White Card

Job knowledge	Extensive knowledge of relevant legislation, standards and policies; and applied knowledge and personal experience across a range of tree and urban forest management issues
Technology use	A proven record of using and integrating new technology, knowledge and skills into work practices and procedures to achieve established work standards.
Client focus	A proven record of providing excellent customer service including responding to customer needs and keeping individual clients up to date with information and decisions that affect them.
Communication	A proven record of using conflict resolution, and a persuasive educative approach to promote an understanding of urban forest management to BMCC staff and community members.
Outcome orientation	Experience in performing work in accordance with quality standards and participates as a team member in reviewing work outcomes to ensure quality outcomes are produced.
Personal accountability	Takes ownership of the area of responsibility to drive work programmes to achieve timely / quality results and actively manages politically sensitive issues to prevent unnecessary escalation.
Analytical thinking	Experience in synthesising information from many sources, including experts, in order to understand a problem/situation and proactively resolve the issue to prevent unnecessary escalation.
Desirable	Local government experience TRAC or QTRA qualification or willingness to obtain within 3 months Ability to interrogate mapping data (using GIS) and electronic records systems. Previous experience as a climbing arborist. Training experience and/or qualifications.

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor. Please contact the WH&S Officer if assistance is required in completing this form.

Position:	Urban Forest Officer		
Responsible Manager/Supervisor:	Program Leader Urban Forest		
Signature:		**Date:**	12/12/24

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	**Exposure Level**	**Rating**
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	1	Pushing loads > 5kgs	2	Frequent bending/ stooping	1	Sitting for extended periods	2
Light Manual Tasks	1	Pulling loads >5kgs	1	Repetitive Lifting	0	Standing for extended periods	2
Trunk Twisting	2	Extend arms for reaching	1	Elevating arms above shoulder height	1	Kneeling for extended periods	1
Climbing to access/ exit excavations	0	Throwing	1	Walking on uneven ground	3	Walking for extended periods	1
Balancing	1	Crawling	1	Hearing above background noise	2	Depth Perception	1
Colour Vision	3	Fine Manipulation	1	Shoveling/Digging	1		
WORKING CONDITIONS							
PHYSICAL							
Inside Work	3	Outside Work	3	High Temperatures > 38deg	2	Low Temperatures < 3 deg	1
Operating Machinery	1	Working Near Machinery	2	Working at Heights	1	Noisy Work Areas	1
Vibration	0	Confined Spaces	0	Prolonged Driving (periods > 2hours)	1	Working Alone	3
Overhead Work	1	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	1	Prolonged Standing (periods > 1 hour)	1
CHEMICALS				**BIOLOGICAL**			
Dusts	0	Liquids	0	Pesticide Spraying	0	Herbicide Spraying	0
Working with Solvents	0	Mists / Fumes	0	Possible exposure to Hepatitis A, B, C	0	Possible exposure to Tetanus	0
Gases/ Vapours	0	Odours	0	**BIOMECHANICAL**			
				Repetitiveness		Fatigue	

ASBESTOS					
Asbestos Awareness	√	None of the below			
Class B Asbestos Removal	0	Asbestos Removal and Supervision	0	Asbestos Assessor	0

USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	3	Dust Mask/ Respirator	0	Protective Eyewear	3	Ear plugs/Muffs		Hard Hat	1

Provide a brief description of the job requirements: