

POSITION DESCRIPTION

SENIOR TREE MANAGEMENT OFFICER

POSITION TITLE	Senior Tree Management Officer	POSITION CODE	DEV119
DIRECTORATE	Shire Services	SECTION	Parks & Recreation
REPORTS TO	Team Leader Open Spaces	GRADE	I
DATE PD APPROVED	March 2018	LOCATION	Picton
DATE PD REVIEWED	May 2026	DIRECT REPORTS	

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision, *Making Wollondilly even better, together*. All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

The purpose of this role is to manage the planning, coordination, and delivery of tree management services across the Wollondilly Shire Local Government Area (LGA) which supports the strategic management and enhancement of the urban forest which contributes to long-term planning and sustainability goals.

KEY ACCOUNTABILITIES

- Maintain a sound knowledge and understanding of the legislative processes associated with the position including the relevant sections of the following Acts and Regulations and Council plans: Local Government Act 1993, Environment Planning and Assessment 1979, Trees (Disputes between Neighbours) Act 2006, Wollondilly Shire Local Environment Plan and the Wollondilly Shire Development Control Plan.
- Undertake inspections and provide appropriate advice and outcome on private tree requests.
- Undertake inspections for Construction Certificate (CC), Subdivision Certificate (SC), Occupational Certificate (OC) to ensure compliance with conditions of consent.
- Demonstrate a strong customer focus by managing customer requests accurately and efficiently to ensure a positive customer experience.
- Develop, manage and co-ordinate the tree planting programs and landscape projects including, but not limited to, design, sourcing of materials and stock, installation, maintenance and assessment for compliance and quality.
- Manage Councils internal Tree Management data through Forestry, Salesforce, Authority, Content Manager and other internal Council systems.
- Management of budgets, contractors, RFQ, tenders and grants in conjunction with procurement processes, WHS requirements and tender contract specifications.
- Supervision of other team members as required.
- Coordinate staff to effectively complete arboricultural inspections, tree pruning, tree and landscape planting and maintenance projects as required.
- Coordinate arboriculture pest management.
- Undertake the review, development, and implementation of tree management documentation, including relevant policies and operational guidelines.
- Assess and determine Development Applications, Arboriculture reports, Landscape Plans related to tree planting, retention, removal, and landscaping, ensuring alignment with Council objectives and planning instruments.
- Additional duties as required within the limits of the employee's skill, competence and training.

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KEY CHALLENGES AND COMPLEXITIES

- Ensure the delivery of Council's tree management services, ensuring operations are carried out effectively, efficiently, and safely.
- Provide expert arboriculture, landscape and vegetation management advice to internal and external stakeholders.

KEY RELATIONSHIPS

INTERNAL INFLUENCE

WHY?

Councillors, Managers, Senior Leadership Team and Employees

- The position works across all areas of Council and decisions may impact multiple sections of Council.

Employees, Managers, Supervisors, Senior Leadership Team

- Decisions usually impact the jobholders own work and, from time to time, that of a few others from within their own team.
- The position provides services and advice across Council which effect individuals from multiple times/working groups
- Works with staff to generate options that address the main needs and concerns of all parties

EXTERNAL INFLUENCE

WHY?

Customers

- The position has significant external influence due to their involvement, service levels and policies on critical matters effecting, multiple community members and groups.
- The position has significant external influence due to the areas of responsibility and their contribution to the organisation in providing critical service functions on behalf of Council.
- Provide a direct external service to our community members within the function of the position.

Suppliers of Materials and Services

- The position interacts and negotiates with a wide range of suppliers of materials and services to council and ensures that a high level of probity is maintained at all times.

Customers and Other external bodies

- Work is influenced externally by legislative changes and changes in government policy.

AUTONOMY AND DECISION MAKING

The role typically has the freedom to act as guided only by broad Council policy, legislation, senior management and the jobholder's experience and knowledge. Decisions are made within the scope of Council's policies as delegated from time to time by the Chief Executive Officer. Please see delegations list for full description of authority.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, policies, protocols and procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

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RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

CAPABILITIES FOR THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: 'how we do things around here'. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the fill list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Foundational
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Adept

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The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	- Understands what needs to be done and steps up to do it - Pursues own and team goals with drive and commitment - Shows awareness of own strengths and weaknesses - Asks for feedback from colleagues and stakeholders - Makes the most of opportunities to learn and apply new skills
Relationships Communicate and Engage	Adept	- Tailors content, pitch and style of communication to the needs and level of understanding of the audience - Clearly explains complex concepts and technical information - Adjusts style and approach flexibly for different audiences - Actively listens and encourages others to provide input - Writes fluently and persuasively in a range of styles and formats
Results Plan and Prioritise	Intermediate	- Participates constructively in unit planning and goal setting - Helps plan and allocate work tasks in line with team/project objectives - Checks progress against schedules - Identifies and escalates issues impacting on ability to meet schedules - Provides feedback to inform future planning and work schedules
Resources Procurement and Contracts	Adept	- Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers - Delivers open, transparent, competitive and effective procurement processes - Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met - Takes appropriate actions to manage and mitigate procurement and contract management risks

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SELECTION CRITERIA INHERENT REQUIREMENTS

Essential Experience

- Demonstrated ability to undertake vegetation assessments in relation to trees to determine risk, and ability to prioritise works accordingly.
- Ability to review, interpret and assess vegetation assessment reports, landscape plans and other plans associated with Development Applications.
- Demonstrated understanding of relevant Acts and Regulations such as the Environmental Planning and Assessment Act 1979, Trees (Disputes between Neighbours) Act 2006, Rural Fires Act 1997, Biosecurity Act 2015 and Biodiversity Conservation Act 2016.
- Demonstrated experience in the management of tree planting programs, landscape projects and contract management
- Demonstrated ability in budget management, including grant funding, contracts and service agreements.
- Demonstrated ability to negotiate and resolve conflict in a professional and calm manner.
- Experience with GIS and asset management software

Essential Qualifications, licences and tickets

- Diploma qualification in Arboriculture with demonstrated relevant extensive experience
- Qualifications in tree risk assessment such as Tree Risk Assessment Qualification (TRAQ) or Quantified Tree Risk Assessment (QTRA)
- Current Class C Driver's Licence

DESIRABLE REQUIREMENTS

- Qualifications in Horticulture, Project management and Leadership and Management

ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

WHS PHYSICAL TASK REQUIREMENTS

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PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Close eye work – tasks involve the inspection of small defects/small parts
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Driving – tasks involve operating a manual or automatic vehicle or item of plant
- Sitting – tasks involve the prolonged periods in a seated position.
- Standing – tasks involve prolonged periods of standing
- Walking – tasks involve walking on uneven, slippery or sloping surfaces
- Colour Perception – tasks require you to be able to differentiate between colours.

Physical Demands – Manual Handling

- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Working at Heights – tasks involve the use of ladders, or elevated platforms that lift from the ground
- Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials:
 - Light 0-9kg

Exposure to Chemical or Biological Hazards

- Working with Hazardous or Dangerous Substances – tasks involve the use of chemicals that are classified as hazardous or dangerous which may cause skin, eye or respiratory irritations if contact is made and requires precautionary measures and/or the use of PPE
- Fumes – tasks involve working with material or products where hazardous fumes may be generated i.e. welding
- Handling Waste – tasks involve handling garbage or other forms of waste

Working Environment

- Working indoors – tasks involve exposure to air conditioning and non-air conditioned work spaces.
- Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures
- Working in a Dusty Environment – tasks involve working in areas where significant dust may be generated
- Working in a Noisy Environment – tasks involve working on or around noisy plant or machinery where you would need to raise your voice above environmental or background noise to be heard

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Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
- Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions
- Dealing with the public – tasks involve regular contact with the public using tact and diplomacy.

WORK HEALTH AND SAFETY

Employees – must cooperate with the employer to ensure the provision of a safe and healthy place of work.

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.
- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements or Risk Assessments.
- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.
- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

Authorities

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature:

Date: