



Position Description – Arboriculture Technical Officer

Division	City Operations
Portfolio	City Maintenance
Business Unit	Trees and Irrigation
Level	5
Reports To	City Arborist
Prescribed Position	No

Position Objective

The Arboriculture Technical Officer provides professional arboricultural expertise and sound judgement to support the sustainable management, protection and enhancement of Council's urban forest and tree assets. Working under general direction, the position undertakes detailed and non-routine tree inspections and assessments, provides advice across the organisation, supports the prioritisation and delivery of arboricultural programs, and ensures decisions are consistent with Council policy, legislative requirements, relevant standards and accepted industry practice.

The role contributes to strategic and operational planning, development and infrastructure matters, customer and Elected Member enquiries, project and contractor activities, and continuous improvement of arboricultural services. It also assists in the planning, implementation and continuous improvement of Council's tree planting, establishment and maintenance programs by providing professional arboricultural expertise, coordinating priorities and supporting efficient delivery that contributes to the long-term sustainability and resilience of the City's urban forest.

Key Responsibilities

- Undertake complex inspections and assessments of Council trees, including evaluating condition, risk, structural integrity, health, habitat value and impacts on surrounding infrastructure, and accurately record this data in Council's tree asset management system.
- Analyse evidence, determine appropriate management responses, prioritise works and exercise delegated authority for tree removals in accordance with legislation, Council policy, service standards and risk frameworks.
- Prepare clear, defensible reports, recommendations, tree valuations and records, and identify matters requiring escalation or specialist advice.
- Provide professional arboricultural advice to Council staff, Elected Members, customers, developers, consultants and external agencies on tree management, development proposals, significant and regulated trees, infrastructure works and engineering projects.
- Interpret plans, drawings and technical information, specify tree protection requirements, and work collaboratively with planning, compliance, engineering, project and operational teams to resolve complex tree-related matters.

- Assist in the planning, implementation and continuous improvement of Council's tree planting, establishment and maintenance programs by providing professional arboricultural expertise, coordinating priorities and supporting efficient delivery.
- Contribute to site evaluation, species selection, scheduling, monitoring and reporting for planting, maintenance and project programs, and prepare scopes, specifications, estimates and contract documentation as required.
- Maintain accurate tree asset, inspection, maintenance and project records; analyse service information; monitor delivery and expenditure; and recommend improvements to service quality, efficiency and value for money.
- Contribute arboricultural input to Council strategies, policies, management plans, service standards and procedures, including implementation of the Tree Canopy Improvement Strategy and related canopy, biodiversity and streetscape outcomes.
- Respond to complex customer and Elected Member matters, explain assessments and decisions clearly, negotiate practical outcomes, and represent Council at relevant meetings, committees and professional networks.
- Provide professional guidance to officers, operational leaders, field staff and contractors, share knowledge and promote consistent arboricultural assessment and decision-making practices.
- Work with initiative and accountability under general direction, collaborate across business units and contribute to business planning, continuous improvement and the achievement of Council objectives.
- Identify and manage safety and operational risks and ensure activities and advice comply with WHS requirements, relevant legislation, Australian Standards, Council policies and child safe obligations.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Ability to undertake complex arboricultural assessments, analyse risk and evidence, and make sound and defensible decisions.
- Ability to exercise professional judgement, initiative and accountability while working under general direction.
- Highly developed written and verbal communication, consultation, negotiation and problem-solving skills.
- Ability to interpret legislation, policies, standards, plans, drawings and technical reports and translate them into practical outcomes.

- Ability to plan and prioritise arboricultural work, and to monitor and report on program and project delivery, contractor performance, expenditure against approved budgets, and asset information.
- Sound digital literacy and ability to use corporate systems for records, customer requests, asset management, finance and reporting.

Knowledge

- Comprehensive knowledge of arboriculture, tree biology, tree risk, tree protection, urban forest management and contemporary planting, establishment and maintenance practices.
- Knowledge and practical application of legislation, standards, codes of practice and Council policy relevant to tree management, development, public safety and local government responsibilities.

Experience

- Extensive practical experience in tree inspection, assessment, risk evaluation and preparation of professional tree management advice.
- Demonstrated experience in planning, scheduling and monitoring arboricultural maintenance, planting or project programs and working collaboratively with operational teams, contractors and stakeholders.
- Experience preparing reports, specifications, scopes, estimates, contract documentation and project or budget information.

Qualifications & Requirements

• A tertiary qualification in Arboriculture (minimum Diploma) or equivalent	Essential
• Car Licence	Essential
• Tree Risk Assessment Qualification or demonstrated equivalent competency	Desirable
• Experience in Local Government or a comparable public asset management environment	Desirable
• High Risk Licence (above 11 metres)	Desirable
• Experience working safely at heights	Desirable