

Position Description

Tree Management Officer

Position profile

Business Unit	Parks and Open Space	Position number	
Department	City Presentation	Status	Full Time Permanent
Salary group		Date Endorsed	1 August 2017
Reports to	Coordinator Parks and Open Space		

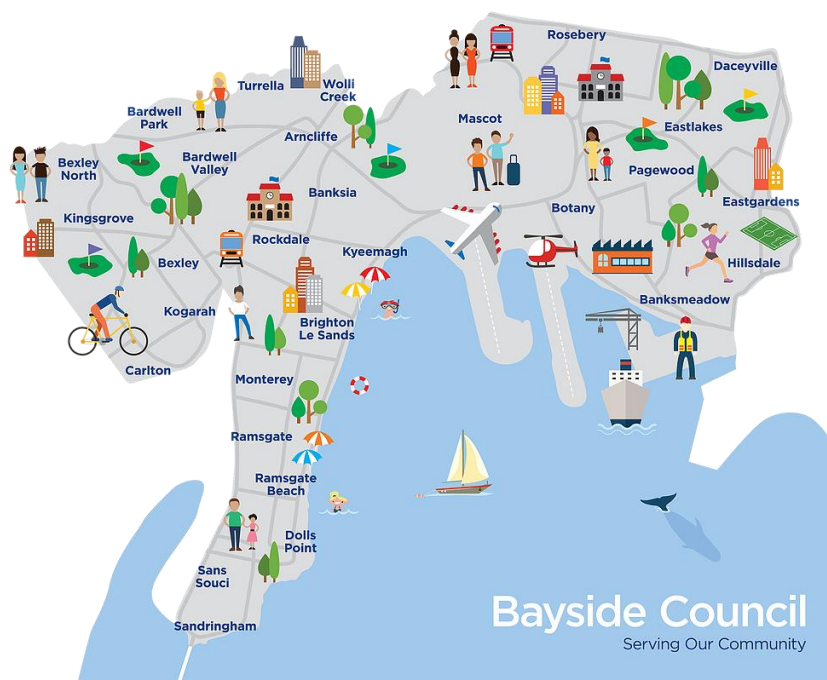
Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.



Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People** - We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service** - We go above and beyond – delivering an outstanding customer experience every time

Primary purpose of the role

Provide day to day guidance to a team in the delivery of tree management and preservation services within the Bayside LGA, to meet the requirements of Council's Tree Management policies.

The role is responsible for the planning, allocation, supervision, monitoring and completion of the program of work including tree assessments, and tree management activities such as tree pruning and removal of small trees to ensure the health and condition of tree structures enhances the natural, visual and environmental value of the trees.

Key accountabilities

Within the area of responsibility, this role is required to:

- Supervise and guide the team in the assessment of tree health and condition and make decisions regarding required maintenance and management in line with Council policy and legislative and compliance requirements.
- Provide adequate resources to deliver the maintenance program.
- Manage and monitor service delivery of providers and contractors to ensure standards are met within appropriate specifications.
- Assess, report on and maintain records on private and development assessment and Construction Certificate applications for pruning or removal of trees, or relating to footpaths or open space areas, to assist with decision making and responses in regard to outcomes.
- Collate information and report on matters that involve breaches of Council's Tree Preservation Order or liability issues for Council.
- Prepare briefs and evidence to present to the court in any legal action instituted by Council.
- Respond to customer and key stakeholder enquiries regarding tree management and preservation within required timeframes.
- Oversight required audits of Council's tree assets to ensure compliance with specifications and standards and to maintain an accurate record of tree assets.
- Coordinate and administer contracts as allocated for high risk projects or where additional resources are required.

- Manage the Client Relationship Management system to monitor the scheduling and completion of works.
- Participate in community events and environmental projects such as National Tree Day, to promote community awareness of their obligations relating to the preservation of trees, and of the importance and value of tree assets in the local environment.
- Provide regular reports on program status, performance and resource levels to enable the Coordinator Parks and Open Space to address identified risk and compliance issues.
- Deliver tree management services to assist teams across Council to deliver their Capital Works projects.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

Key challenges

- Identifying and resolving issues in a timely manner to meet the needs of the local community and to maintain quality service and a positive customer experience.
- Delivering a range of services given set timeframes, limited resources and competing priorities, and the need to ensure compliance with legislative, standards and policy requirements and protection of our natural environment from harm.
- Acting safely and effectively in response to the effects of inclement weather conditions, storms and natural disasters.
- Balancing community expectations, staffing and resources and government requirements in a politically sensitive environment.
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.

Role Dimensions

Decision Making






- The role is responsible for delivering activities, on time, and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Determine day-to-day priorities in line with agreed team work plan and Council plans.

Essential Requirements

- Minimum Horticulture Trade Certificate or higher and relevant tree surgery/arboriculture qualifications and minimum two years relevant work experience.
- Working knowledge of public risk issues associated with trees.
- A SafeWork NSW White Card (General Construction Induction card).
- Current Driver's Licence Class C.
- Appropriate traffic control licence as required.
- Work outside of normal hours as required.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> Understand the team/unit objectives and align operational activities accordingly Initiate, and develop team goals and plans and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management Conduct delegated purchasing activities, complying with prescribed guidelines and procedures Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> Ensure that roles and responsibilities are clearly communicated Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks Develop team capability and recognise and develop potential in people

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Be constructive and build on strengths when giving feedback• Identify and act on opportunities to provide coaching and mentoring• Recognise performance issues that need to be addressed and work towards resolution of issues

Corporate Obligations

Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	<p>Team Leaders have overall responsibility, accountability and authority to provide a healthy and safe workplace for workers throughout their area of responsibility.</p> <p>Team Leaders will assist in the implementation of appropriate resources to meet the Department's work health and safety (WHS) objectives and assist in the implementation of strategies and will have the will have the following WHS responsibilities:</p> <ul style="list-style-type: none"> • Participate in the implementation of WHS information within Council's Safety Management System (SMS) for complying with any legal duty or obligation • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations are undertaken and implemented • Ensure that all workers in their areas of responsibility implement and monitor policies and procedures for their area of responsibility which reflect Council's SMS • Ensure that all workers in their areas of responsibility are provided with the necessary knowledge and skills to effectively enable them to carry out their WHS responsibilities and assess their WHS performance through KPIs noted in Individual Work Objectives • Ensure all workers have received orientation, WHS induction and relevant task specific WHS training within one (1) week from commencement • Ensure workers in their control are issued with and wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as made aware and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification. <p>INDOOR EMPLOYEE:</p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training,

	<ul style="list-style-type: none"> Sitting and working posture when in meetings and at the workstation. <p>OUTDOOR EMPLOYEE:</p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> Correct techniques for activities such as lifting, digging, planting, weeding, topdressing, cleaning etc. Use of correct postures, harnesses, etc while using machinery or equipment such as mowers, brushcutters etc. Appropriate variation of duties throughout the day. Keeping work area organised and tidy. <p>Safe and correct use, storage and transportation of chemicals.</p>
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.
Disclosures of Interest	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
Equal Employment Opportunity	Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE (REMOVE EITHER YES OR NO)

Does this position fall under the definition of child related employment?	No
Does this position require incumbent to undergo criminal reference check?	No
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	No
Specify licence: Class C Drivers Licence	Yes
Will incumbent need to make disclosure of pecuniary interest?	Yes
Could there be a conflict of interest with secondary employment?	Yes