

## Position description

<b>Title:</b>	<b>Technical Arborist</b>	<b>Position Number</b>	<b>5047</b>
<b>Classification:</b>	Level 4 - 5		
<b>Hub:</b>	Community	<b>Program Area:</b>	Parks & Reserves
<b>Reports to:</b>	Senior Coordinator Parks & Reserves		
<b>Direct Reports:</b>	Nil		

## Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

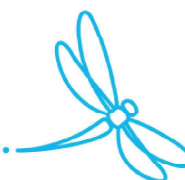
## Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

## Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



## Position objective

<p><b>Level 4 (AQF3)</b></p> <ul style="list-style-type: none"> <li>The Technical Arborist is responsible for the delivery of arboricultural assessment and advice. The role is required to implement arboricultural assessment programs, support improvements in City of Darwin arboricultural management practices, undertake tree assessments and health care activities.</li> <li>This position provides the opportunity to gain practical experience and apply professional knowledge within the Parks &amp; Reserves team.</li> </ul>	<p><b>Level 5 (AQF5)</b></p> <ul style="list-style-type: none"> <li>The Technical Arborist is responsible for the delivery of arboriculture assessment and advice. The role is required to develop and implement arboriculture assessment programs, lead improvements in City of Darwin arboriculture management practices, develop arboriculture plans and reports and recommend and oversee tree health care activities.</li> </ul>
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## Key result areas

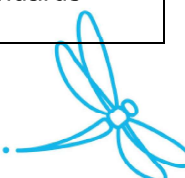
### Corporate identity

- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.

## Service delivery

### Operations

<p><b>Level 4 (AQF3)</b></p> <p><b>Operations (technical)</b></p> <ul style="list-style-type: none"> <li>Support the day-to-day operations relating to arboricultural assessments in accordance with City of Darwin's Tree Management Plan, delivering quality outcomes that meet the standards prescribed.</li> </ul>	<p><b>Level 5 (AQF5)</b></p> <p><b>Operations (technical)</b></p> <ul style="list-style-type: none"> <li>Effectively coordinate and program the day to day operations relating to arboricultural assessments in accordance with City of Darwin's Tree Management Plan, delivering quality outcomes that meet the standards prescribed.</li> </ul>
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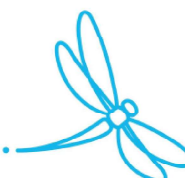


<ul style="list-style-type: none"> <li>• Prepare and review Tree Management Plans and Tree Protection plans to inform tree management action and project delivery of initiatives.</li> <li>• Apply technical arboricultural knowledge in the resolution of tree maintenance issues as required including providing high level tree care and remediation advice in order to produce and implement tree remediation plans.</li> <li>• Support the maintenance of the collection and management of tree inventory data.</li> <li>• Maintain updated knowledge of relevant legislation, industry standards and internal permit requirements.</li> <li>• Share technical knowledge by ensuring ongoing workplace coaching and mentoring to Parks and Reserves team members to ensure skills within the section are developed and enhanced.</li> <li>• Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.</li> <li>• Oversee and monitor Contractors to ensure works delivered are in accordance with the service agreements, documenting and reporting concerns if and when they occur.</li> <li>• Maintain sound working relationships and effective communication with all</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and review Tree Management Plans and Tree Protection Plans to inform tree management action and project delivery of initiatives.</li> <li>• Apply technical arboricultural knowledge in the resolution of complex tree maintenance issues as required including providing high level tree care and remediation advice in order to produce and implement tree remediation plans.</li> <li>• Manage and maintain the collection and management of tree inventory data.</li> <li>• Identify and report on opportunities for improvements to existing operations and/or projects to ensure efficient and effective service delivery is maintained.</li> <li>• Maintain updated knowledge of relevant legislation, industry standards and internal permit requirements.</li> <li>• Share technical knowledge by ensuring ongoing workplace coaching and mentoring to Parks and Reserves team members to ensure skills within the section are developed and enhanced.</li> <li>• Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.</li> <li>• Oversee and monitor Contractors to ensure works delivered are in accordance with the service agreements, documenting and reporting concerns if and when they occur.</li> <li>• Maintain sound working relationships and effective communication with all</li> </ul>
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<p>stakeholders including but not limited to:</p> <ul style="list-style-type: none"> <li>○ Internal stakeholders as relevant to the work been performed</li> <li>○ Contractors working in relevant programs</li> <li>○ Community members in relation to customer requests.</li> <li>○ Government Agencies, landholders, conservation groups and users including other organisations implement co-operative works programs.</li> </ul>	<p>stakeholders including but not limited to:</p> <ul style="list-style-type: none"> <li>○ Internal stakeholders as relevant to the work been performed</li> <li>○ Contractors working in relevant programs</li> <li>○ Community members in relation to customer request</li> <li>○ Government Agencies, landholders, conservation groups and users including other organisations implementing co-operative works programs.</li> </ul> <ul style="list-style-type: none"> <li>• Using advanced arboriculture experience, prepare arboriculture impact assessments, detailed risk assessments and produce reports to address identified hazards and risks.</li> </ul>
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## Administration

<p><b>Level 4 (AQF3)</b></p> <ul style="list-style-type: none"> <li>• Complete daily / weekly and monthly administrative duties as required by the section operational protocols.</li> <li>• Ensure the purchasing of goods and services are completed in accordance with City of Darwin procurement practices.</li> <li>• Respond to customer requests in a professional and timely manner.</li> <li>• Maintain records management in accordance with established standards.</li> </ul>	<p><b>Level 5 (AQF5)</b></p> <ul style="list-style-type: none"> <li>• Complete daily / weekly and monthly administrative duties as required by the section operational protocols.</li> <li>• Ensure the purchasing of goods and services are completed in accordance with City of Darwin procurement practices.</li> <li>• Monitor and report on budget allocation expenditure and related variances in order to contribute Council's monthly, quarterly, and annual financial reporting.</li> <li>• Respond to customer requests in a professional and timely manner.</li> <li>• Maintain records management in accordance with established standards.</li> </ul>
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## Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.

## Workplace health and safety

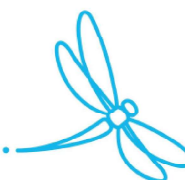
- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

## Position prerequisites

Appointment to Level 4 or Level 5 will be based on qualifications and experience:

Level 4 (AQF3)	Level 5 (AQF5)
<ul style="list-style-type: none"> <li>• Certificate III in Arboriculture</li> <li>• Minimum 3 years' relevant work experience</li> <li>• Possession of High Risk Work Licence – Elevated Work Platform</li> <li>• General Construction Industry – White Card</li> <li>• Current Class C Vehicle Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Arboriculture</li> <li>• Minimum of 5 years' equivalent industry relevant experience</li> <li>• Qualifications in an industry recognised tree risk methodology (e.g. QTRA, TRAQ)</li> <li>• Possession of High Risk Work Licence – Elevated Work Platform</li> <li>• General Construction Industry – White Card</li> <li>• Current Class C Vehicle Licence</li> </ul>

If appointed at Level 4, completion of the Diploma in Arboriculture is expected within 3 years of employment and will be supported by Council.



APPROVED BY: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Manager Operations

### Employee Acknowledgement

I, \_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

