



## Vegetation Management Officer

**Section:** Public Domain and Services

**Salary point:** 13

**Position number:** PSC1244, PSC1248

**Last updated:** 22 November 2024

## Position objectives

The Vegetation Management Officer is responsible for delivery of high quality vegetation management and maintenance services. The role specialises in tree management and arboriculture services, investigations and compliance activities relating to vegetation works.

## PSC values



**Respect:** Creating a unique, open and trusting environment

**Integrity:** Being honest and taking responsibility for our actions

**Teamwork:** Working together as one Council to support each other

**Excellence:** Improving the way we work, to meet future challenges

**Safety:** Providing a safety focused workplace culture

## Key responsibilities

- The role provides practical Arboricultural assessment and determination of applications and customer requests for tree and vegetation removal or pruning including contractor management.
- Coordinate and supervise Council's contractors to ensure works are conducted in accordance with agreed service standards and/or with conditions of consent.
- Maintain management systems to ensure the effective management of trees and vegetation in Port Stephens.
- Building collaborative working relationships with between Council and its customers.
- Implements policies, plans and projects to ensure the effective environmental management in Port Stephens in accordance with the Biodiversity Conservation Act, Vegetation in Non-Rural Areas State Environmental Planning Policy, the Environment Planning and Assessment Act and other relevant legislation.
- Execute effective Enterprise Risk Management within the extent of tree and vegetation management services.

- Provide sound advice to staff and the public with regard to Tree/Vegetation Management and Landscaping issues including Tree Risk Assessments
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- Assist with the preparation of advice staff and the public on policy and current legislation relating to Tree/Vegetation Management and Landscaping issues
- Assist in the planning, implementation and review of public tree planting and management programs in accordance with established timelines, budgets, Council policies and relevant legislation.
- Investigate unauthorised tree removal or vegetation felling/clearing

## Key accountabilities

The role is accountable for the delivery of a number of key functions within the Parks unit including;

- Maintaining strong relationships with internal partners, Council's customers and volunteer base.
- The provision of specialist /technical service and advice to staff and clients
- The delivery of works in accordance with Australian Standards, Work Cover Codes of Practice, Risk, Heritage Environmental requirements and client standards
- Meeting agreed timeframes for the provision of tree permits, investigations and vegetation management services in accordance with service level agreements, policies, plans and strategies.

## Extent of authority

Tasks are performed under the direction of the Vegetation Management Supervisor, Parks Coordinator and the general direction of the Public Domain and Services Section Manager. Decisions are generally made within the scope of existing legislative requirements procedures and guidelines. This role is governed by clear objectives and budgets and is authorised to control resources as allocated at the time in the delivery projects, using the most effective available techniques consistent with Councils' Enterprise Agreement, Policies and Procedures, the Local Government Act and other relevant legislation

## Judgement and decision making

Generally work situations are governed by precedent and guidelines which must be understood to discriminate between varieties of courses of action. This frequently requires further investigation to clarify provided information. The role is regularly required to undertake detailed analysis and develop solutions and act independently to address problems.

The range of options can be imprecise and require an amount of inventiveness to depart from or adapt accepted practices and procedure. Positions are challenged by changing customer requirements, statutory requirements, market needs or technological demands requiring interpretation of operating policies in order to determine an appropriate and efficient course of action.

## Skills, knowledge and capacity

### Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service.

- Understanding of the Australian Business Excellence philosophy.
- Conduct that demonstrates to others Council’s commitment to Respect, Integrity, Teamwork, Excellence and Safety.

**Interpersonal**

- Proven ability to communicate efficiently & positively to customers and community groups.
- Exhibit behaviours consistent with Council’s Values -Respect, Integrity, Teamwork, Excellence, and Safety.
- Demonstrated communication abilities to lead and engage with other council sections, contractors & volunteers to cooperate.
- Willingness to engage others constructively in the resolution of conflict.
- Demonstrated commitment to lifelong learning.

**Qualifications and experience**

- Diploma in Arboriculture or related discipline with extensive experience.
- Demonstrated professional and effective customer service response using written communication skills including sound word and excel processing abilities allowing the preparation of correspondence, reports, and proposals.
- Demonstrated project management skills.
- Demonstrated contractor management skills including the preparation and assessment of tenders.
- Ability to interpret legislation and regulations.
- Possess or have the ability to obtain accreditations and other skills as required by best industry practice or legislation.
- Current Driver’s licence.
- Availability to work outside normal working hours.

**Capability Framework level: Adept**

| Personal attributes   | Relationships   | Results   | Resources  | Workforce leadership  |
|---|---|---|--|---|
| <ul style="list-style-type: none"> <li>• Manage self</li> <li>• Displays resilience and adaptability</li> <li>• Act with integrity</li> <li>• Demonstrate accountability</li> </ul> | <ul style="list-style-type: none"> <li>• Communicate and engage</li> <li>• Community and customer focus</li> <li>• Work collaboratively</li> <li>• Influence and negotiate</li> </ul> | <ul style="list-style-type: none"> <li>• Plan and prioritise</li> <li>• Think and solve problems</li> <li>• Create and innovate</li> <li>• Deliver results</li> </ul> | <ul style="list-style-type: none"> <li>• Finance</li> <li>• Assets and tools</li> <li>• Technology and information</li> <li>• Procurement and contracts</li> </ul> | <ul style="list-style-type: none"> <li>• Manage and develop people</li> <li>• Inspire direction and purpose</li> <li>• Optimise workforce contribution</li> <li>• Lead and manage change</li> </ul> |

**Position description approval**

Employee  Date