

POSITION DESCRIPTION

Position Title	Tree Assessment Officer (3 positions)	
Division	Assets & Environment	
Group	Trees, Parks & Sportsfields	
Responsible to	Coordinator Private Trees	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	TBC	
Status	Permanent Full Time	
Hours	Based on a 35 Hour week	
Salary Point	36 to 51	
Salary	\$69,809 to \$84,582	Band/Level: 3/1
Pre-employment checks Legislative requirements	N/A	
Date reviewed: June 2018	Reviewed by: Group Manager Trees, Parks & Sportsfields	

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

To assist in the implementation of sustainable tree management services and to maintain the Inner West Council's urban forest as a quality, intergenerational resource, such that the services of Council contribute to the desired community outcomes as outlined in the Community Strategic Plan.

Working as part of the Trees, Parks & Sportsfields service unit and reporting to the Coordinator Private Trees, you will manage your work to ensure you meet the targets and commitments against your individual and team work plans and Council's Operational and Strategic Plans.

You will be community focused and work collaboratively with the Urban Forest Manager, Coordinator Private Trees and other staff to ensure the success of the service unit.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Relevant Aborigicultural qualifications (AQF 5 or equivalent) OR equivalent industry experience in tree management
2. Experience in undertaking visual tree assessments, report writing and plan interpretation.
3. Experience and knowledge of the Environmental Planning & Assessment Act and other planning legislation (e.g. SEPP, LEP, DCP) as it relates to tree management and protection.
4. Strong interpersonal communication skills
5. Computer skills, including demonstrated experience with word processing and spreadsheets
6. Understanding and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times
7. Class C Motor Vehicle Driver's License.

Desirable Criteria

1. Experience working in Local Government.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- To ensure that the management and maintenance of trees throughout the Inner West (private) is undertaken in an effective manner to promote the image of Council as efficient and community focused and responsive in all its operations.
- Achieve the best tree management outcomes to improve the quantity and quality of the Inner West Council's trees, that will maximise environmental, social and economic value provided by the urban forest to the community.
- Manage workload in the efficient and effective delivery of the following functions and services for Council in accordance with management plans and budgets:
 - Private Trees
 -
 - Development Assessment (internal referrals to Planning Assessment)

- Permit assessment (DCP applications)
- Monitoring and compliance management (ie. Follow-up on compliance with conditions of consent)
- Tree breaches, provision of expert advice and liaison with Council's Rangers (regulatory and compliance issues)
- Liaison with and technical advice/ recommendations to Council's Rangers on Noxious Weeds referrals/ complaints

Note: the above functions and services are indicative. They may change from time to time, in consultation with the appointed staff member.

- Work in collaboration with all stakeholders
- Keep up to date with current developments in the field/industry
- Identify areas where the safety of the public may be jeopardised, and respond to these issues and/ or refer the matter to the relevant person
- Investigate, prepare and action technical reports concerning relevant public liability claims
- Ensure that customer and community requests and complaints are responded to in a timely manner, in accordance with Council policies and KPIs
- Ensure that adequate records are kept of work carried out in the section, in accordance with Council policies
- Attend meetings representing Council
- Attend and prepare reports and recommendations for Council, Committee and Working Parties as required or directed, relating to the operation of the section
- Review existing policies and develop new IWC strategies, documentation and policies relating to the operation of the section
- Give consideration to political and community sensitivities relating to the management of trees and ensure the Manager Trees and Coordinator Private Trees are advised of any potential issues.
- Prepare reports to meet statutory obligations as outlined under the Noxious Weeds Act
- Act in the role of Coordinator Private Trees from time to time, as required
- Other reasonable duties as directed by the Coordinator Private Trees

Financial Management

- Undertake the procurement of goods and services in accordance with Legislation and Council policies

Service Management

- Ensure that the Manager is informed of any issue which may affect staff, the community and/ or service delivery

KEY RELATIONSHIPS:

Internal: Council management, Trees, Parks & Sportsfields staff, Development Assessment and Regulatory Services Risk management section staff, other Council employees

External: Committees of the community, Ausgrid, utility providers, suppliers and contractors, other general members of the community

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff

	<ul style="list-style-type: none"> • Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> • Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> • All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> • Developing health and safety procedures 	<ul style="list-style-type: none"> • Development of specific procedures where required
<ul style="list-style-type: none"> • Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> • Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Tree Assessment Officer** as detailed in this document.

Signature:

Date: / /