

<b>Job title:</b> Planning Arborist	
<b>Classification:</b> Band 6	<b>Effective Date:</b> July 2023
<b>Reports to:</b> Trees Team Leader in Statutory Planning team	<b>Tenure:</b> Permanent Full Time

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer Experience and Service Delivery**



**Great Organisational Culture**



**Innovation and Continuous Improvement**



**Good Governance and Integrity**



**Long Term Financial Sustainability**

### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

## Goal Statement

As a member of the Statutory Planning team, you will contribute to achieving the City Planning and Development Department's goals through the provision of technical arboricultural advice, as it relates to planning applications and the enforcement of the Whitehorse Planning Scheme. The position will work with statutory planners and enforcement officers to provide high level specialist advice to deliver quality vegetation and landscape outcomes on private land, for the community.

## Key Responsibilities

### *Position Specific Responsibilities*

- Ensure the prosperity, health and safety of arboricultural assets throughout the municipality by providing advice, reports and recommendations as directed and upon inspection in response to planning matters.
- Provision of timely technical advice and recommendations on trees and vegetation in accordance with requirements of the Whitehorse Planning Scheme, conditions of planning permits and planning permit applications for development on private land.
- Provision of specialist technical advice on trees and vegetation to a range of internal and, on occasion, external stakeholders in accordance with Australian Standard AS 4970-2009 Protection of trees on development sites.
- Provision of sustained and effective customer service by responding to customer requests in a timely and accurate manner
- Inspect and assess trees on private land in relation to planning applications and requests for assessment of dead and dangerous trees.
- Prepare and review high quality, accurate documents, and reports, including Tree Management Plans, tree/vegetation assessments and plans for a range of audiences
- Input into the preparation and representation of Council's interests in regard to planning appeals at VCAT, and enforcement prosecution cases as they relate to tree/vegetation matters.
- Prepare reports, together with appropriate recommendations, for matters related to tree/vegetation matters.

- Carry out proactive inspections in environmentally sensitive areas (as defined within the planning scheme) and as required by the Trees Team Leader and Assistant Manager Statutory Planning to ascertain non-compliances relating to permit conditions and any breaches of the Planning Scheme.
- Administering delegations in accordance with the powers conferred in the instrument of delegations.
- Administration and enforcement of the Whitehorse Planning Scheme, and associated legislation.
- Provide high level advice on matters related to trees and vegetation on private land to customers and the community.

#### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

### **Accountability and Extent of Authority**

**Budget:** Nil

**Staff responsibility:** Nil

### **Judgement and Decision Making**

Defined within established procedures and guidelines using the application of a variety of processes. Guidance and advice are usually available within the organisation.

Able to set own work priorities to ensure that tasks are completed within required timeframe and to required standard, and problem solve where new situations arise.

The incumbent has authority to provide information and advice to members of the public and other relevant persons/organisations on routine arboricultural/horticultural

matters. The freedom to act is subject to supervision or to clear guidelines. Non-routine matters are referred to more senior officers.

### Specialist Knowledge and Skills

- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.

### Qualifications and Experience

- Tertiary qualification in Arboriculture or related discipline (to at least Australian Qualification Framework Level 5), or other relevant discipline or alternatively, a lower level qualification with successful experience in a similar role with experience in the provision of arboriculture, horticulture or related discipline.
- Experience with an emphasis on the assessment of trees and vegetation in an urban environment with awareness of the planning and planning enforcement framework as it relates to trees on development sites.
- A valid Victorian driver's licence.

### Technology:

- Proficiency in the use of computers including MS Office products, and corporate computer packages (such as Pathway, Weave (GIS), and electronic record management systems or equivalents).

### Interpersonal Skills

- Strong communication skills with the ability to gain cooperation from members of the public and other employees on tree related matters.
- Demonstrated high level oral and written skills with the ability to write concise reports in field of expertise suitable for delegated decisions within a planning environment.
- Evidence of high level commitment to quality and customer service with the ability to handle difficult situations and remain calm.

- Work in accordance with the Occupational Health and Safety Act, 2004 and Council's OHS Policies.

## Leadership/Management

- Ability to manage a variety of difficult to complex tasks with minimal supervision,
- Demonstrated skills in managing time to achieve specific and set objectives in the most efficient way possible with the resources available despite conflicting pressures.
- Demonstrated commitment to the achievement of team objectives before individual goals and ability to interact positively within the team environment.

## Key Relationships:

Liaises and provides advice to planning and enforcement officers, permit applicants and community members on matters of trees and vegetation on private land. The position is required to maintain professional relationships with external and internal stakeholders.

## Key Selection Criteria

1. Tertiary qualification in Arboriculture or related discipline (to at least Australian Qualification Framework Level 5), or other relevant discipline or alternatively, a lower level qualification with successful experience in a similar role with experience in the provision of arboriculture, horticulture or related discipline.
2. Strong technical skills and several years' experience in the provision of arboriculture, horticulture or related discipline, with an emphasis on the assessment of trees and vegetation in an urban environment and awareness of the planning framework as it relates to trees on development sites.
3. Strong communication and persuasion skills with the ability to gain cooperation from members of the public and other employees in statutory planning matters.
4. Ability to manage a variety of difficult to complex tasks with supervision.
5. Demonstrated commitment to the development processes appropriate to the role and achievement of objectives with a team environment.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	✓		
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	✓	Infrequently	
<b>Standing</b> Tasks involve standing in an upright position	✓	Sit/stand desks within the workplace	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height			
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects			
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another			

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body			
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	✓	Daily	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence	✓		

Any other relevant comments: