

Job title: Senior Planning Arborist	
Classification: Band 7	Effective Date: May 2023
Reports to: Team Leader Statutory Planning	Tenure: 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 high level specialist 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 and independent 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 specialist 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 external stakeholders in accordance with Australian Standard AS 4970-2009 Protection of trees on development sites.
- Provision of excellent customer service by responding to customer requests in a timely and accurate manner and managing customer expectations.
- Inspect and assess trees on private land in relation to planning applications and requests for assessment of dead and dangerous trees, and make recommendations and decisions.
- Prepare and review high quality, accurate advice and reports, including Tree Management Plans, tree/vegetation assessments and plans for a range of audiences.
- 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 for consideration of the City Planning and Development leadership team.
- 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, including the ability to problem solve to achieve appropriate outcomes that reflect the objectives of the Whitehorse Planning Scheme.

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 is not always available within the organisation, and solutions

and problem solving may need to be sourced through external networks and resources.

Able to set own work priorities to ensure that tasks are completed within required timeframe, despite competing demands.

The incumbent has authority to provide information and advice to members of the public and other relevant persons/organisations on arboricultural/horticultural matters. There is freedom to act in the role where solutions and recommendations are of a specialised and technical nature.

Specialist Knowledge and Skills

- An understanding of the legal and political context of tree and vegetation issues in planning decisions and community expectations.
- 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 equivalent experience in a similar role within Local Government or the private sector.
- Extensive years' experience in the provision of arboriculture, horticulture or related discipline.
- 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, and knowledge of a Local Government environment.
- 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 and ability to resolve problems arising through the provision of specialist advice.
- 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.
- Ability to liaise with their counterparts in other organisations to discuss and resolve specialist problems within the statutory planning team and to resolve intra-organisational problems.
- 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 and complex tasks with minimal supervision, and contribute to the upskilling of less experienced arboricultural and planning staff.
- 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, including sharing knowledge, learnings and contemporary industry practice.
- Experience in mentoring and coaching more junior employees within the team.

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) with extensive experience in a similar role within Local Government or the private sector.
2. Excellent 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. Excellent communication and persuasion skills with the ability to gain cooperation from members of the public and other employees in statutory planning matters, along with strong conflict resolution and problem solving skills.
4. Ability to manage a variety of difficult, complex and politically charged tasks with limited supervision.
5. Demonstrated strong commitment to the development of processes appropriate to the role and achievement of objectives with a team environment.
6. Commitment to the mentoring and development of junior roles within the team.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
Hand/Arm Movement Tasks involve use of hand/arms	✓		
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	✓	Infrequently	
Standing Tasks involve standing in an upright position	✓	Sit/stand desks within the workplace	
Reaching Tasks involve reaching above head, and above and equal to shoulder height			
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects			
Lifting/Carrying 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
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.	✓	Daily	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	✓		

Any other relevant comments: