

POSITION DESCRIPTION

Landscape and Tree Management Officer

POSITION DETAILS

Date of Position Description	November 2023
Position Title	Landscape and Tree Management Officer
Position Grade	10
Directorate Business Unit	City Planning & Design Development Traffic Services Unit
Reports to	Team Leader Landscape Management
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

This position is responsible for landscaping and arboriculture assessment of development applications and associated documents, and the provision of landscaping and arboriculture advice.

KEY RESPONSIBILITIES

- Project manage pre-lodgement and development application referrals for specialised landscaping and arboriculture advice and assessment.
- Identify landscape or arboricultural issues and negotiate solutions with internal and external stakeholders.
- Participate and act for Council in internal and external forums including planning panels and appeals in the NSW Land and Environment Court.
- Manage inspections of landscape or arboricultural works prior to, during, or at the completion of the construction phase and in relation to requests to undertake tree works that are subject of complaint or application.
- Provide professional landscaping and arboricultural written and verbal advice and guidance to the public and staff across the organisation to the highest standard and in a time efficient manner.
- Project manage tree permit applications and assist in the assessment of tree work development applications.
- Preparing assessment reports for determination by Council and planning decision making bodies
- Project manage landscaping and arboricultural inspections and written advice relating to service requests submitted by customers both internal and external in a time efficient manner.
- Issue Orders under
 - The Environmental Planning and Assessment Act,
 - The Local Government Act,
 - Other relevant Acts
 to achieve compliance and to manage prosecutions in the Local and the Land and Environment Courts.
- Project manage investigations relating to breaches of Council's Tree Preservation Order, present high quality written reports relevant to the investigation, represent and act for Council in legal matters where appropriate, for any breaches of Council's Tree Preservation protection provisions, issue Penalty Infringement Notices (PINs) and seek replanting orders where appropriate.
- Manage and engage external contractors to achieve the compliance of works required in an order that

has not been undertaken by the recipient of an order.

- Demonstrate commitment to professional development as an individual and across the team.

Baseline

- Act in a manner that builds team unity, collaboration, and cooperation.
- Maintain Council's records in accordance with Council's policies and legislative requirements.
- Promote positive team culture and engagement.
- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations, and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures, and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors, and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

KNOWLEDGE

Qualifications (Level)

- Tertiary qualification in Arboriculture (Level 5) and landscape design or construction
- International Tree Risk Assessment accreditation such as the International Society of Arboriculture (ISA) Tree Risk Assessment Qualification (TRAQ) or Quantified Tree Risk Assessment (QTRA) or eligibility to undertake such accreditation.
- Current motor vehicle driver license

Experience

- Experience in landscape/arboriculture (approx. 2-3 years) matters in an organisation with similar diversity of commercial, industrial, residential and community development, as City of Parramatta Council.

Skills

- Demonstrated ability to communicate, negotiate, build relationships, and influence others with an engaging approach and technique Excellent project, technology and time management skills.
- Excellent communication, teamwork, presentation and negotiation skills and experience
- An understanding of the NSW planning framework relevant to Tree Protection and Development Assessment