



# POSITION DESCRIPTION

## Senior Landscape Management Officer

### POSITION DETAILS

Date of Position Description	September 2023
Position Title	Senior Landscape Management Officer
Position Grade	12
Directorate   Business Unit	City Planning and Design   Development Traffic Services Unit
Reports to	Team Leader Landscape Management
Physical Requirements Category	Category 3 - Combined role with some Physical Requirements

### POSITION OVERVIEW

This position is responsible for landscaping and arboriculture assessment of a full range 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 complex landscape or arboricultural issues through the assessment of plans, reports and other information and negotiate solutions
- Participate and act for Council in internal and external forums including planning panels and as an expert witness in appeals in the NSW Land and Environment Court
- Deliver high quality customer service to applicants, residents and other stakeholders in the LGA through the provision of expert landscape and tree advice on relevant processes, planning policies and statutory requirements to ensure the best landscape and tree management outcomes.
- 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 organization 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 Determining tree permit applications subject to delegations,
- 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.



- Assist in the mentoring and professional development of staff within Development & Traffic Services Unit.
- 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

- Tertiary qualification in landscape architecture and Arboriculture
- International Tree Risk Assessment accreditation such as the International Society of Arboriculture (ISA) Tree Risk Assessment Qualification (TRAQ) or Quantified Tree Risk Assessment (QTRA)
- Current motor vehicle driver license

##### Experience

- Minimum 5 years' experience in the assessment of complex Landscape/arboriculture matters in an organisation with similar diversity of commercial, industrial, residential and community development.

##### Skills

- Demonstrated ability to use initiative, communicate, negotiate, build relationships, and influence others with an engaging approach and technique.
- Excellent project, technology, and time management skills
- Excellent Customer Service
- Excellent written and verbal communication, teamwork, presentation and negotiation skills and experience
- An understanding of the NSW planning framework, Council policies and Australian Standards relevant to Landscape, Tree Protection and Development Assessment