



This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

Practicing Arborist

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

DEPARTMENT: Infrastructure and Recovery

CLOSING DATE: Friday 6 June 2025

Your application must consist of the following information: -

CHECKLIST

- ☒ **Cover Sheet**
- ☒ **Covering Letter addressing the three main elements under the selection criteria:**
 - ~ Qualifications
 - ~ Knowledge, Skills and Expertise
 - ~ People Oriented Skills and Attributes
- ☒ **Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council
People and Culture
PO Box 723
Mossman QLD 4873**

recruitment@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

Practicing Arborist

Position Number: 482
Closing Date: Friday 6 June 2025

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply.

Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

<u>POSITION:</u>	Practicing Arborist
<u>LOCATION:</u>	Mossman Nursery
<u>CLASSIFICATION:</u>	Level 4 / 5
<u>SALARY:</u>	Salary ranging from \$88,464.82 to \$100,234.30 per annum. Level of appointment will be dependent upon demonstrated competencies and experience.
<u>AWARD:</u>	Queensland Local Government Industry (Stream A) Award – State 2017.
<u>LEAVE:</u>	Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
<u>SUPERANNUATION:</u>	Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.
<u>APPLICATIONS:</u>	<p>Applications can be submitted by:</p> <p>Addressed to: Private and Confidential Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873</p> <p>or</p> <p>recruitment@douglas.qld.gov.au</p>
<u>CLOSING DATE:</u>	Friday 6 June 2025

Position Applied for: Practicing Arborist

Position Number 482

Mr ☐Mrs ☐Ms ☐Miss ☐

Date: _____

Given Names: _____

Family Name: _____

Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:

Home: _____

Work: _____

Mobile: _____

Preferred Contact Number:

Email: _____

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Current Employees must complete:

Employee No:

Classification Level:

Position Title:

Department:

Supervisor:

Are you currently being represented by an external recruitment agency?

☐ No ☐ Yes

Name of Agency:

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)

☐ Douglas Shire Council website☐ Douglas Shire Council Facebook☐ Douglas Shire Council LinkedIn☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au):

This section is Optional: Do you identify with any of the following groups? (Please tick)

☐ Aboriginal / Torres Strait Islander☐ Disability☐ English as Second Language

Applicant Consent Details (Please Tick):

☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

Applicants Signature:

POSITION DESCRIPTION

Position Title:	Practicing Arborist
Position Number:	482
Department:	Infrastructure, Planning and Delivery
Unit:	Maintenance and Operations
Team:	Public Spaces
Reports To:	Consulting Arborist
Award Classification:	Level 4/5 Queensland Local Government Industry (Steam A) Award – State 2017. Level of appointment will be dependent upon qualifications and experience
Hours:	Nominal 72.5 hours per fortnight, nine (9) day fortnight as per agreement.
Number of Direct Reports:	2
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	July 2024
Date Reviewed:	April 2025

Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.

Adapt	Integrity
Respect	Teamwork
Community Care & Support	

Position Objectives

The purpose and function of the position is to:

- Supervise daily field operations of the Vegetation Management Unit.

- Provide technical advice on arboricultural best practices to Parks, Landscape Maintenance, and Road teams.
- Support the implementation of arboricultural policies, strategies, and planning decisions through field-level coordination and reporting.
- Ensure arboricultural works are carried out safely and efficiently in compliance with Australian standards.
- Provide specialist arboricultural advice and practical solutions to staff, the public, contractors, and internal stakeholders.
- Contribute to the review of arboricultural strategies through feedback and reporting on field outcomes.

Organisational Relationships

Position Reports to:	Consulting Arborist
Position Supervises:	Ganger Vegetation Crew Labourer Vegetation Crew
Internal Relationships:	The Practicing Arborist works within the Infrastructure and Recovery Department under the Public Spaces Team.
External Relationships:	The Practicing Arborist works with government peers and leaders, local government representatives, external contractors, external agencies and the public in general.

Qualifications and Experience

Essential:

Qualifications

- Minimum of Australian Qualification Framework (AQF) Level 3 Certificate in Arboriculture or equivalent.
- Certificate in Chainsaw Operation Level 3
- Current Drivers Licence, Class Medium Rigid MR
- General Safety Induction (Construction Industry) – White Card.

Knowledge, Skills & Expertise

- Proven ability to manage on-ground activities relating to Vegetation management.
- Detailed knowledge of arboricultural principles, including species identification, tree health assessment, defect recognition, and practical tree management techniques.
- Practical understanding and application of relevant Australian Standards AS 4970-2009 and AS 4373-2007.
- Competent in the use of arboricultural plant and equipment.
- Knowledge of work health and safety procedures and risk management relevant to working in the disciplines of arboriculture and horticulture.
- Ability to contribute to the planning, prioritisation and basic budgeting of vegetation projects in collaboration with the Consulting Arborist.
- Sound computing skills. (Ability to use the Microsoft suite of programs).

- Highly developed organisational skills including a demonstrated ability to effectively plan, organise and coordinate a multitude of diverse and complex tasks and projects.

People Oriented Skills & Attributes

- Ability to supervise and direct staff in the implementation of vegetation management activities.
- Demonstrated effective people management skills specifically in the areas of staff supervision, leadership, training, motivation and team building.
- Demonstrated ability to develop sound, professional and responsive working relationships with a range of customers with an emphasis on providing quality customer service.
- Effective time management and organisational skills with the ability to prioritise tasks and achieve optimal usage of resources and equipment.

Desirable:

Qualifications

- Current Agricultural Chemical Distribution Control Licence.
- Elevated working platform certificate.
- Training/qualifications in "Quantified Tree Risk Assessment" (QTRA) and "Tree Risk Assessment Qualification" (TRAQ).
- Working in Proximity to Traffic - Awareness Part 1 & Part 2 (or equivalent) or have the ability to obtain.

Knowledge, Skills & Expertise

- Comprehensive knowledge of relevant Acts, Regulations, Local Laws, and Government and Council policies.
- Experience in the supervision of arboriculture works.
- Experience providing specialist arboriculture advice to the community.
- Experience supporting and monitoring contractor performance in tree service delivery, with a focus on outcomes and effective workloads and a commitment to quality service and teamwork.

People Oriented Skills & Attributes

- Previous experience in supporting, advising and providing direction to community groups in relation to vegetation management.
- Communicates effectively through verbal and non-verbal correspondence, adapting to audience needs and responses.
- Translates technical information into easily understandable information.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Liaise with the Consulting Arborist and other Council staff to coordinate all aspects of arboriculture and vegetation management activities.
- Supervise and support the day-to-day work of staff within the Vegetation team, including job setup, on-site safety, and task execution.
- Provide instruction, on the job training and mentoring to field staff.
- Assist in the coordination of contractors on site to ensure safe and efficient outcomes in line with Council objectives.

- Conduct tree inspections and prepare technical field reports, identifying areas for improvement and referring complex issues to the Consulting Arborist.
- Oversee implementation of tree programs such as planting, removals, root management, tree health, pest and disease, and significant trees.
- Support the development of tree risk assessments and pruning programs by contributing field data and observations.
- Identify tree defects and recommend appropriate remedial actions based on visual assessments.
- Attend regular meetings with the Consulting Arborist and submit reports and documentation as requested.
- Supervise and assist staff on a daily basis to carry out vegetation management activities.
- Coordinate the efficient use of Council equipment, staff and contracted companies in the completion of specialised arboricultural programs.
- Utilise Council's purchasing system to obtain goods and materials, obtain and provide quotes as required.
- Assist with forward planning and provide input into the preparation and review of operational budgets.
- Provide information and assist in discussions with landowners and stakeholders regarding vegetation management responsibilities, as directed by the Consulting Arborist.
- Assist in community engagement activities under the direction of the Consulting Arborist.
- Understand and apply relevant legislation, regulations and policies that relate to Vegetation and management services.
- Perform other reasonable duties as directed.
- Deliver a high standard of customer service by responding to queries and resolving issues within delegated authority.
- Ensure all corporate information is captured within Council's business systems adhering to Record keeping policies and procedures.

Performance Indicators

It is expected the incumbent will:

- Effectively coordinate and complete vegetation management tasks and projects in a timely manner and within allocated resources.
- Demonstrate a high standard of communication with internal stakeholders and external clients.
- Contribute positively to the overall performance of the Infrastructure and Recovery team by supporting collaboration and operational excellence across the broader business unit.
- Provide strong field leadership and support to vegetation team members, fostering a safe, motivated, and high-performing work environment.