

DOUGLAS

SHIRE COUNCIL

POSITION VACANT

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:-

Arborist

DEPARTMENT: Infrastructure

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

APPLICATIONS CLOSE: Friday 8 July 2022

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**



Applications should be addressed to:

**Douglas Shire Council
Human Resources
PO Box 723
Mossman QLD 4873**

humanresources@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

Arborist

Position Number: 459

Closing Date: Friday 8 July 2022

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 may 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

- POSITION:** Arborist
- LOCATION:** Mossman Nursery
- CLASSIFICATION:** Level 6
- SALARY:** Salary ranging from \$91,220.03 to \$97,098.42 per annum. Level of appointment will be dependent on qualifications and experience. A locality allowance is also payable - \$887.90 with no dependants or \$1,775.80 with dependants.
- AWARD:** Queensland Local Government Industry (Steam A) Award – State 2017.
- LEAVE:** 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.
- SUPERANNUATION:** Contributions to Superannuation through membership of the Local Government Scheme or a complying fund is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary.
- Employer contributions – 10% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.
- APPLICATIONS:** Applications can be submitted by:
- Addressed to:
Douglas Shire Council
Human Resources
PO Box 723
MOSSMAN QLD 4873
- or
- humanresources@douglas.qld.gov.au
- CLOSING DATE:** **Friday 8 July 2022**

Position Applied for: Arborist

Position Number 459

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)*
 Port Douglas & Mossman Gazette Douglas Shire Council Other Newspapers:
 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 No: 459
Last Updated: May 2022

<u>POSITION:</u>	Arborist
<u>DEPARTMENT:</u>	Infrastructure
<u>UNIT:</u>	Open Spaces
<u>ORGANISATIONAL RELATIONSHIP:</u>	Reports to: Coordinator Open Spaces. Supervises: Vegetation Management Unit
<u>AWARD CLASSIFICATION:</u>	Level 6 Level of appointment will be dependent upon qualifications and experience.
<u>CONDITIONS OF EMPLOYMENT:</u>	Salary and conditions of employment will be in accordance with Queensland Local Government Industry (Steam A) Award – State 2017 Commitment to Council's policies, procedures, Certified Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<u>HOURS OF DUTY:</u>	Nominal 72.50 hours per fortnight, nine (9) day fortnight as per agreement.
<u>DELEGATIONS:</u>	Delegations as per the Delegations Register.
<u>EXTENT OF AUTHORITY:</u>	Level 6 – Required to set outcomes within defined constraints. Provides specialist advice. Freedom to act is governed by clear objectives and/or budget constraints. Assistance is usually available.
<u>WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:</u>	<p>The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Management System, Safe Work Method Statements, Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.</p> <p>An employee may be required to be vaccinated against Covid-19 or provide an Australian Immunisation Medical Exemption form completed by an eligible health professional. Where vaccinations are identified as a position requirement suitable documentary evidence must be submitted.</p>
<u>PRIMARY OBJECTIVES OF THE POSITION:</u>	<ul style="list-style-type: none">• To manage the daily operations of the Vegetation Management Unit.• To provide technical expertise and advice on best practice arboricultural management to Open Spaces and Civil Construction.

- To coordinate and ensure the management, maintenance, long-term protection and enhancement of Council's tree assets.
- To provide support, policy, planning and technical advice and documentation to internal and external stakeholders in relation to arboriculture services.
- To ensure that approved arboriculture works programs are carried out in a safe and efficient manner in accordance with current Australian Standards.
- Provide specialist horticultural and arboricultural advice, assistance and guidance to staff, members community, contractors and consultants including the provision of practical, scientific arboricultural solutions to relevant technical/engineering issues.
- Develop, implement and review arboricultural strategies and policies to ensure best practice service delivery.

KEY DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to:

- Liaise with the Coordinator Open Spaces and other Council staff to coordinate all aspects of arboriculture and vegetation management.
- Supervise, lead, resource, motivates and performance manage the staff within Open Spaces.
- Provide instruction, on the job training and mentoring to Council staff.
- Undertake the tender selection process and oversee the management of the arboricultural contractors to achieve efficient outcomes.
- Prepare technical reports on tree matters, including tree inspection reports and make recommendations regarding areas of improvement.
- Coordinate tree programs such as planting, removals, root management, tree health, pest and disease, and significant trees.
- Prepare tree risk analyses and tree pruning programmes to ensure a safe environment is provided for residents and the community.
- Identify specific tree defects and determine the most appropriate remedial actions.
- Attend regular meetings with the Coordinator Open Spaces and submit reports and documentation as directed.

- Supervise staff on a daily basis to carry out vegetation management activities.
- Coordinate / supervise the efficient use of Council equipment, staff and contractors in the completion of specialised arboricultural programmes.
- Utilise Council's purchasing system to obtain goods and materials and arrange and provide quotes as required.
- Review and implement budgets and be involved in forward planning for the Unit.
- Negotiate with and advise landowners/stakeholders of responsibilities relating to all aspects of vegetation management.
- Liaise with community groups and other agencies to implement vegetation management projects which meet Council's Corporate Plan and Operational Plan objectives.
- Understand and apply relevant legislation, regulations and policies that relate to vegetation and management services.
- Perform other reasonable duties as directed.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Record keeping policies and procedures.

SELECTION CRITERIA:**Essential:****Qualifications**

- Minimum of Australian Qualification Framework (AQF) Level 5 Diploma in Horticulture (Arboriculture) or equivalent.
- Training/qualifications in "Quantified Tree Risk Assessment" (QTRA) and "Tree Risk Assessment Qualification" (TRAQ).
- Certificate in Chainsaw Operation Level 3.
- Current Drivers Licence, Class Light Rigid (LR).
- General Safety Induction (Construction Industry) – White Card.

Knowledge, Skills & Expertise

- Proven ability to manage on-ground activities relating to vegetation management.

- Detailed knowledge of the principles relating to modern arboriculture, including managing trees, species identification and individual profiles, complex tree-related issues, and tree problem identification and resolution, preferably within a Local Government environment.
- Knowledge and application of the Australian Standards AS 4970-2009 "Protection of trees on development sites" and AS 4373-2007 "Pruning of amenity trees".
- Experience in the use of aboricultural plant and equipment.
- Knowledge of Workplace, Health and Safety procedures and risk management relevant to working in the disciplines of arboriculture and horticulture.
- Ability to identify, prioritise and budget for vegetation projects.
- Good computing skills in to use the Microsoft suite of programs and ability to rapidly acquire knowledge of Council's inhouse systems (Authority, InfoXpert, and Mapinfo).
- 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, recruitment, resourcing, training, motivation, team building and performance management.
- 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 (ACDC).

- Elevating Working Platform Licence.

Knowledge, Skills & Expertise

- Comprehensive knowledge of relevant Acts, Legislation, Regulations including Council policies and Local Laws.
- Minimum five (5) years' experience in the supervision of arboriculture works.
- Experience providing specialist horticulture and 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.
- Ability to communicate effectively through verbal and non-verbal correspondence, adapting to audience needs and responses.
- Ability to translate technical information into easily understandable information.

PERFORMANCE INDICATORS:

It is expected the incumbent will:

- Finalise vegetation management projects on time and within budget.
- High standard of communication with internal and external stakeholders.
- High level experience in working as part of broader business unit to support optimal service delivery.
- Lead and manage high performance teams.
- Adhere and promote Council's policies, standard operating procedures, and Code of Conduct.
- Ensure that Annual Performance Appraisals of all staff reporting directly to this position and the subsequent monitoring and review of the outcomes of these appraisals.