



POSITION DESCRIPTION

POSITION	Vegetation Protection Officer (Temporary Full Time)
POSITION NO	
CLASSIFICATION	Band 5
DIVISION	Development
DEPARTMENT	Environment
LOCATION	Civic Centre Annexe
DATE PREPARED	5 October 2009
OCCUPANT	Vacant
APPROVED BY	

POSITION OBJECTIVES

- Protect and enhance the community forest by providing education to residents about the management and value of trees and native vegetation
- Promote, administer and enforce the Tree Protection Local Law and other vegetation protection controls
- Provide technical support and advice to internal and external customers on vegetation management matters.

KEY ACCOUNTABILITY AREAS

Customer Service

- Respond to and resolve assigned applications, customer requests and complaints within specified time frames.
- Meet residents and other members of the public to discuss and resolve their complaints and concerns with positive outcomes.
- Develop strong and positive relationships with both internal and external customers.
- From time to time, be available to meet customers outside of normal working hours.
- Adhere to the corporate customer performance standards.

Vegetation Protection

- Provide general advice to residents and the general public on tree and vegetation protection and management.
- Assist in promoting, administering and enforcing the Tree Protection Local Law and other vegetation protection controls.
- Assist with arboricultural, vegetation management and other duties as required.
- Appropriately Investigate breaches of vegetation controls, issue fines and prepare documentation for prosecution as required.
- Assist with the development of relevant Council policies.

- Maintain corporate records in an accurate and timely manner.
- Contribute to improved processes for implementing Council policies and controls.

Contract Liaison

- Ensure that all personnel working on trees are complying with the public safety requirements and are working within occupational health and safety policies and regulations.
- From time to time, assist with the supervision of the Tree Maintenance Contract, including the assessment of the performance of the contractor.

Financial Matters

- Assist with the preparation of the department budget.
- Assist the department in achieving its financial performance targets.

Corporate Responsibilities

- Comply with all Council policies, procedures and guidelines including those relating to Occupational Health & Safety, Equal Opportunity (including harassment and bullying), Privacy and Code of Conduct.

ORGANISATIONAL RELATIONSHIPS

<i>Reports to</i>	Biodiversity Coordinator
<i>Supervises</i>	Nil
<i>Internal Liaisons</i>	Town Planning Department, Compliance & Safety Department, Governance and Customer Relations Department, Infrastructure Department, other Departments and staff as necessary
<i>External Liaisons</i>	Residents, service authorities, contractors and others as required.

AUTHORITY/ACCOUNTABILITY/JUDGEMENT AND DECISION MAKING

- Responsible for writing reports and assessments on arboricultural and vegetation management matters.
- Assist with accurately and effectively administering and enforcing the Tree Protection Local Law.
- Responsible for day to day operational decisions with limited supervision.
- Accountable to the Environment Manager for ensuring that all assessments are carried out using established processes, to appropriate standards and accurate records are kept.
- Ability to fairly and accurately interpret and apply Council policy, tree and vegetation management controls.
- Ability to effectively assess tree risk in a variety of situations.
- Ability to solve problems using procedures, guidelines and professional knowledge gained through experience. Problems are occasionally of a complex nature.
- Co-operate with Council in relation to any action taken to comply with the Occupational Health and Safety Act.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of self or any person at the workplace.

-
- Ensure compliance with all Privacy Legislation and treat all information of a personal & sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.
 - Ensure that all policies, procedures and work practices are implemented and adhered to in human resource management, risk management and OHS.

SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE

Essential

- Certificate V in Arboriculture, Diploma of Horticulture (with arboricultural focus), or equivalent.
- Experience and skills in tree assessment.
- Experience in the application and enforcement of vegetation protection controls.
- A current Victorian Driver's Licence

Desirable

- Experience in native vegetation assessment and management.
- ISA Certification.
- First Aid qualification.

INTERPERSONAL SKILLS

Essential

- Strong customer service skills and an ability to resolve challenging and complex situations while maintaining corporate customer service standards.
- Advanced oral and written communication skills.
- Ability to work as part of a multi-disciplinary team and unsupervised.

Desirable

- Interest in on-going professional development.

SPECIALIST SKILLS AND KNOWLEDGE

Essential

- Proven ability to deliver a high standard of customer service.
- Comprehensive knowledge of local government regulations and procedures.
- Proficient in horticultural and arboricultural practices, and a demonstrated commitment to remaining up to date with changing industry standards and practices.
- Knowledge of insurance and common law relating to negligence and liability relating to public safety, Occupational Health and Safety regulations and Service Authority Acts.
- Ability to understand community perceptions on a range of vegetation issues.

Desirable

- Ability to safely operate relevant plant and equipment.
- An understanding of contract administration.

MANAGEMENT SKILLS

Essential

- Proven time management skills and the ability to manage workloads to achieve customer service response times.
- Good personal computer skills, in particular, Microsoft Office.

Desirable

- Experience working in local government.

GENERAL INFORMATION FOR APPLICANTS

Employment Contract

The position is offered in accordance with the Frankston City Council Enterprise Agreement (No.5) 2007. The position is *temporary* full time until 3rd September, 2010 and is classified at Band 5 and paid at \$49,948 per annum plus 9% superannuation, depending upon qualifications and experience.

This Position Description will be subject to regular review.

Qualifying Period of Employment

The successful candidate will be subject to a 6-month qualifying period in accordance with the Fair Work Act 2009.

National Police Records Check

Undertaking a National Police Records Check forms part of the pre-employment process.

Superannuation Choice

Vision Super "Super Saver Accumulation Plan" (9% Employer Contribution). A choice of fund is available provided the Vision Super's 'Clearing House' facility is used.

Privacy and Your Job Application

Frankston City Council is committed to ensuring your application is handled respectfully and in accordance with the requirements of the Victorian Information Privacy Act 2000 as follows:

- Any application submitted will be treated as strictly confidential.
- The personal information you submit as part of your application is collected for the purpose of assessing your application in accordance with the selection criteria outlined in this position description.
- Your application, including your personal information, may be stored until the position is filled, and if you are the successful candidate, will be stored in your personal file.
- Frankston City Council may disclose your personal information to your nominated referees.
- In submitting your application, you may provide us with the personal information of others, for example, the names and contact details of your referees. In this case you are encouraged to inform your referees that you are disclosing that information to Frankston City Council and that information may be stored until the vacancy is filled. If you are the successful candidate, the information may be stored on your personal history file.
- If you would like to enquire about the handling of your personal information, please contact Organisation Development on 9784 1835.

Employer of Choice

Frankston City Council enjoys an emerging reputation as an 'Employer of Choice'. For the third consecutive year we received recognition from the Managing Work Life Balance Benchmarking Study as being ranked in the top 25 organisations around Australia for its Work Life Balance policies and practices. Our annual employee survey has ranked our employee satisfaction rating ahead of the municipal benchmark for since 2002.

Frankston City strives to provide a family friendly workplace, flexible working arrangements and holds a strong commitment to ensuring a work environment that is free of harassment and bullying.

Frankston City Council offers a range of Reward and Recognition Awards to acknowledge outstanding work performance.

Application Process

Applications are to be addressed to Jennie Bentley, Human Resources Coordinator, Frankston City Council, PO Box 490, Frankston, 3199, Email: applications@frankston.vic.gov.au or faxed on (03) 9784 1099 and must be received by 30 October, 2009 .

Ossie Martinz
GENERAL MANAGER DEVELOPMENT

5 October 2009