

Urban Forest Officer POSITION DESCRIPTION



Position Number:	3734
Department:	Community Services
Section:	Parks
Unit:	Arboriculture and Streetscapes
Position Status:	Permanent Full Time
Classification:	Level 4 - Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Coordinator Arboriculture and Streetscapes
Revised:	April 2025

General Position Statement

This position supports Council's direction by providing professional arboriculture services in an efficient and confidential manner to uphold the delivery of best management urban forestry practices.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Assist in achieving Council's goals of preserving and managing sustainable street and park trees.
- Assist with the development and operation of a tree inventory database for Rockhampton's urban forest.
- Provide technical arboricultural advice and written and verbal reports on Council tree matters to internal and external stakeholders including councillors, senior management, technical and outdoor staff.
- Monitor and review the standard and general condition of the region's street and park treescapes and, provide recommendations.
- Prepare condition and risk assessments, evaluation of tree failure, tree biomechanics, pests and disease, tree identification, site assessment and public perceived concerns over tree issues on a scheduled basis and in response to reactive and emergency situations.
- Undertake complex tree inspections and provide arboriculture reports and estimates for work.
- Investigate tree related incidents and provide condition assessments, condition ratings, history on prior works or incidents and implement immediate safety measures for identified hazards and risks.
- Assist with planning, coordinating, monitoring and delivery of various capital projects for the Region's urban forest including the work of contractors and other consultants in line with the strategic objectives of Council.
- Contribute to the development, implementation and review of Unit specific procedural manuals and ensure compliance with Council Policies, procedures and Unit specific procedural manuals.

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- Assist with the planning of the region's street, parks and open space trees, balancing preservation and risk management, in line with strategic objectives and values of Rockhampton Regional Council.
- Assist the preparation of budgets, quotations for works and monitoring operational and capital costs.
- Mentor and support staff to develop their skills and build team capacity.
- Assist in the development of strategic business initiatives and data management.
- Negotiate solutions and work cooperatively with councillors, members of the public and other stakeholders.
- Ensure compliance with Council Policies, procedures and Unit specific procedural manuals.
- Assist with the development and delivery of Unit projects as required.
- Contribute to a customer service focussed culture that is committed to Council's strategic objectives.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Demonstrated experience in the fields of arboriculture, urban forestry and tree maintenance practices.
- Working knowledge of contract management and tender development, administration and monitoring.
- Ability to coach and mentor employees to build industry specific knowledge.
- Knowledge and understanding of Council Departments, policies, procedures and legislation requirements.
- Demonstrated ability in conflict resolution and negotiations.
- Demonstrated ability to produce reports and statistics.
- Ability to effectively use mobile devices and applications.
- Ability to effectively operate Council's computer systems including Pathway, Finance One, Geocortex and the MS Office Suite.

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Qualifications

- Qualifications in Certificate IV in Arboriculture and related fields; and substantial demonstrated experience.
- Construction Industry Induction (White Card).

Desirable Qualifications and Experience

- Traffic Management Implementation (formerly referred to as Level 2 Traffic Management).
- Diploma qualification in Arboriculture or willingness to obtain.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council.
- One Team, Accountable, Customer Focused, Continuous Improvement and People Development.

Additional Requirements

- Ability to work in an outdoor and office environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B, Tetanus and Lyssavirus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	