

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	Parks Planning Officer
POSITION NUMBER:	2660
DIVISION:	City Services
DEPARTMENT:	Parks & Gardens
CLASSIFICATION:	Band 6
REPORTS TO:	Coordinator Tree Management
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Employees at all levels of the organisation, particularly within the Parks & Gardens Department, Planning & Development Division, Environment units and the Capital Projects Department.
EXTERNAL LIAISONS:	Ratepayers and businesses, community representatives, consultants and contractors, advisory groups and industry networks, relevant government stakeholders
DATE:	April 2017

POSITION OBJECTIVES:

The Parks & Gardens Department is responsible for the effective and sustainable management of Council's open and outdoor spaces including community parks, reserve assets, streetscapes and recreational spaces.

The Parks Planning Officer will facilitate and coordinate feedback from the Parks & Gardens Department on the streetscape and landscape components of planning referrals, ensuring compliance with relevant frameworks. This position is also responsible for providing specialist arboricultural advice to a range of internal and external stakeholders.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Role model and actively promote Council values in all aspects of duty.
2. Review Internal Referrals received from Strategic Planning, Statutory Planning and Engineering Units and facilitate a response on behalf of the Parks & Gardens Department, including relevant permit conditions.
3. Approve tree selection and streetscape design components of plans on behalf of Parks & Gardens.

4. Conduct practical completion and handover inspections at the request of the developer.
5. Conduct periodic inspections of newly planted developments to ensure compliance with tree planting and tree management guidelines.
6. Create and maintain accurate records of all newly planted tree and park assets.
7. Review and ensure streetscape related bond estimates are adequate.
8. Provide specialist advice to all stakeholders to ensure the application of best practice in tree management.
9. Assess the retention value of trees on development sites and calculate offsets where trees are considered lost.
10. Adhere to all Council's policies and procedures relevant to this position.
11. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

Essential:

1. Diploma of Arboriculture and significant experience in a similar role.
2. Strong experience at interpreting landscape plans.
3. Ability to facilitate and coordinate responses on behalf of the Parks & Gardens Department.
4. Specialist knowledge of tree species selection, streetscape design and ongoing tree maintenance requirements.
5. Experience in the assessment and management of trees in a development context.
6. Ability to understand relevant governing frameworks, strategies and documentation.

7. Competency in the use of software packages, such as the Microsoft Office suite.
8. Contemporary knowledge of general safety and wellbeing policies and procedures.
9. Current Victorian Driver Licence.
10. Commitment to adhering to the Council code of conduct, values and all policies and procedures relevant to this position.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provides accurate and sound specialist advice to a range of internal and external stakeholders in a timely manner.
- The freedom to act is subject to regulations and policies.
- Accountable for working in accordance with Council's policies and procedures.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Informed and sound judgement is to be used across a range of activities including stakeholder engagement, issue identification and referral, and technical guidance and support.
- Decisions made will have a significant and direct impact, however will be subject to review and guidance in all instances.
- Guidance and counsel will be available from the Coordinator Tree Management at all times.

SPECIALIST SKILLS AND KNOWLEDGE:

- Ability to interpret and assess landscape plans and designs.
- Knowledge of suitable tree species for the Greater Geelong region.
- Working knowledge of current best practice tree management techniques.
- Knowledge of the City of Greater Geelong Urban Forest Strategy, the Sustainable Communities Infrastructure Development Guidelines and relevant codes, standards, policies and procedures would be an advantage.
- Knowledge of Occupational Health and Safety Guidelines.

MANAGEMENT SKILLS:

- Sound self-management skills including the ability to plan, prioritise and deliver outcomes in a timely and accurate manner.
- Ability to manage time and set priorities in order to meet established timeframes and deadlines.

INTERPERSONAL SKILLS:

- Outstanding communication skills with the ability to use plain English to inform, negotiate and positively influence.
- Proactive, positive and professional attitude with a flexible approach.
Well developed issues management capability with a strong customer focus in order to achieve "win/win" outcomes.

QUALIFICATIONS AND EXPERIENCE:

- Diploma of Arboriculture or higher.
- Significant experience in reviewing and interpreting landscape plans and designs.

- Experience in tree assessments including the ability to assess tree related risk and identify controls.
- Experience in the management of trees in a development context.
- A current Victorian Driver Licence.

ADDITIONAL INFORMATION:

- This position will be required to work across the municipality.

HOW TO APPLY

Applications close: 5:00pm Friday 28 April 2017

Contact Person: Alan Dawson, Coordinator Tree Management, 5272 4946

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

*Recruitment Administration Officer
Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220*

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