



Redland City Council Position Description

Date Created	24 JANUARY 2006
Date Amended	1 February 2018
Probation Period	3 months
Related Positions	200760
Authority Level Approval	General Manager
Established Position	Yes

Position Title	Arboricultural Services Team Leader
Position Number	200759
Award	Queensland Local Government Industry Award - State 2017 and applicable Division(s)
EB Agreement	Employees' Certified Agreement
Applicable Agreement/s	
Salary Level	LHSL7C
Position Employment Type	Permanent
Attendance Type	Full Time
Department / Group	Infrastructure and Operations / City Operations Group
Unit / Team	Parks & Conservation Services Unit / Tree Services Team
Standard Hours	38
Medical Classification	C - Completion of a Medical Questionnaire, Physical Assessment and a Functional Capacity Assessment with the Occupational therapist

PRIMARY PURPOSE

To lead a small team of operational staff to deliver efficient, effective and timely arboricultural services, including emergency response, throughout Council's Parks and Conservation areas

STATUTORY REQUIREMENTS AND CORPORATE REQUIREMENTS

All aspects of this position will be performed by the incumbent to:

- satisfy all relevant statutory obligations,
- satisfy public sector ethical standards, and Redland City Council (RCC) codes of conduct and values,
- comply with the Information Privacy Principles of the Information Privacy Act 2009,
- contribute to and support the achievement of Redland City Council's Corporate Plan,
- align with authorised RCC policies, guidelines, and procedures,
- support and contribute to customer service that satisfies the RCC Customer Charter, and
- protect the safety of self and other workers through safe work practices as detailed in the Workplace Health and Safety Responsibilities Procedure and associated statements.

For staff who create or receive corporate/business documents (including e-mail), it is a requirement that these documents be registered into the relevant corporate recordkeeping system/s in accordance with approved Policy and Procedures.

ORGANISATIONAL RELATIONSHIPS

Reports to: Tree Assessment Technical Officer

Supervises: A small team of operational staff

DELEGATIONS

As described in the Delegations Register.

Key Accountabilities		
1	Responsible for the efficient, effective and timely delivery of arboricultural services under remote supervision in accordance with Council's Service Level Agreements and relevant Australian Standards. This includes emergency response in natural disasters and day to day operations within arboricultural services.	30%
2	Effectively lead a small team of arboricultural services staff, based on the principles of team work, cooperation, and equity to create a harmonious and productive workplace.	25%
3	Responsible, at the team level, for implementing and complying with Council's Workplace Health and Safety and Environmental Protection requirements and to pro-actively identify, report and address any safety and environmental issues in the work environment.	15%
4	Ensure that members of the team communicate with both internal and external customers in a polite and responsive manner to achieve positive outcomes for the unit and Council and a whole.	10%
5	Provide accurate arboricultural technical advice and knowledge both within the team and to internal and external customers. To develop and implement innovative work practices to enhance workplace productivity.	10%
6	To undertake various administrative functions, including developing and maintaining effective annual maintenance plans/schedules and keeping accurate records of labour, plant and materials for job costing.	10%

Selection Criteria

1	Proven success in the delivery of arboricultural services, including emergency response, in an efficient, effective and timely manner together with highly developed arboricultural technical knowledge and skills.	25%
2	Demonstrated ability and physical fitness to perform a range of strenuous labouring tasks and functions for prolonged periods of time.	20%
3	Demonstrated people management skills particularly in the areas of staff leadership, training, motivation, conflict resolution and performance management.	15%
4	Demonstrated ability to pro-actively identify, report and effectively address any Workplace Health and Safety hazards /issues and Environmental Protection requirements together with a sound working knowledge of the Workplace Health and Safety Act.	10%
5	Demonstrated commitment and abilities in the provision of excellence in customer service.	10%
6	Evidence of developing innovative work practices or other measures to enhance workplace productivity.	10%
7	Demonstrated ability to accurately undertake a variety of administrative functions including record keeping and developing maintenance plans.	10%

Mandatory Criteria

Current Class C Drivers Licence

Criminal History check prior to appointment

Desirable Criteria

? Level 4 (TAFE) Trade Certificate in Horticulture or equivalent

? Certificate or Diploma in Arboricultural or equivalent

Authorities

This position description meets the capability requirements of the position.

**People and Culture Officer / Executive Group
Manager, People, Culture & Org Performance**

Date:.....

**Group/General Manager/
Chief Executive Officer:**.....

Date:.....