

Role Description

Senior Arborist



Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	The Royal Botanic Gardens and Domain Trust / Horticulture
Location	The Royal Botanic Garden Sydney, The Australian Botanic Garden Mount Annan, The Blue Mountains Botanic Garden Mount Tomah
Classification/Grade/Band	Horticulturist Level 7/8
Kind of Employment	Ongoing
Role Number	30535, Sydney Gardens 30609, Mount Tomah 30563, Mount Annan
ANZSCO Code	362212
PCAT Code	1119192
Date of Approval	January 2020 (updated July 2021)
Agency Website	www.botanicgardens.nsw.gov.au

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Royal Botanic Gardens and Domain Trust is responsible for the management and stewardship of the Royal Botanic Garden Sydney, the Domain, the Australian Botanic Garden, Mount Annan and the Blue Mountains Botanic Garden, Mount Tomah. The Trust incorporates the Australian Institute of Botanical Science and one of the country's leading international tourism businesses.

Staff working for the Trust are employees of the Department of Planning, Industry Environment, within the The Royal Botanic Gardens and Domain Trust (RBG&DT) – a group of world-leading staff from the fields of science, horticulture, public space activation, visitor experience, not-for-profit fundraising, digital engagement, tourism, planning, major project delivery, commercial investment, sustainable resource and asset management, events and recreation.

According to a 2018 report from Deloitte Access Economics, the Trust contributes around \$140 million to the NSW economy each year, supports more than 1,100 jobs and contributes more than \$180 million in social and cultural contributions annually.

Primary purpose of the role

The Senior Arborist is responsible for the management of the tree collections including tree risk management, tree maintenance programs, record keeping, technical advice regarding developments affecting trees within the Garden, supervision of staff, allocation of resources and the planning and development of the section.

Key accountabilities

- Supervise a team to ensure the effective and efficient delivery of services including the development and implementation of tree management plans and arboricultural assessments.
- Develop and implement WHS policies and procedures to ensure high-level safety standards that produce quality work and contribute to risk reduction for all site users.
- Implement the RBG&DT tree risk management policy and procedures, including performing and recording tree risk assessments and determining risk control actions.
- Ensure the accurate recording, data entry and analysis of arboricultural collections using IrisBG plant database and GIS systems.
- Assist with the development of interpretative signage for the tree collection.
- Maintain, manage and develop living collections, displays and natural areas in accordance with the RBG&DT policies and sustainable practices.
- Provide technical advice to colleagues, management and external customers in relation to arboriculture maintenance and tree management strategies.
- Conduct inspections of development sites to assess the effect on and implications for trees.

Key challenges

- Effectively managing staff within a public garden given the need to implement new arboriculture practices and prioritise the workload of a small team.
- Balancing appropriate tree management techniques with heritage, conservation, safety and horticultural issues.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none">• Receive direction, provide advice, escalate issues as necessary
Horticultural staff	<ul style="list-style-type: none">• Coordinate work and maintenance programs• Provide technical advice and share information
Other RBG&DT teams	<ul style="list-style-type: none">• Liaise on matters relating to technical issues• Share and receive information
Assigned staff	<ul style="list-style-type: none">• Supervise to ensure effective work performance
External	
External bodies and suppliers, other arborists	<ul style="list-style-type: none">• Exchange ideas, share and receive information in relation to projects undertaken within the RBG&DT• Consult in relation to techniques and the development of training courses
TAFE	<ul style="list-style-type: none">• Coordinate training courses for apprentices

Role dimensions

Decision making

The Senior Arborist is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The role is accountable for the quality, integrity and accuracy of content of advice provided and refers complex issues and all matters requiring a higher authority to supervisor/manager for resolution.

This role makes decisions, within established policies, regarding apprentice recruitment, rosters and training.

Reporting line

Reports to the Supervisor Landscape & Open Spaces in RBG, Supervisor Natural Areas & Open Spaces in ABG or Supervisor Natural Areas & Arboriculture in BMBG.

Direct reports

This role has a number of direct reports, including ongoing and casual staff, as assigned from time to time.

- Horticulturist 5/6 (Multiple)
- Apprentices (Multiple)

Budget/Expenditure

Nil

Essential requirements

- Diploma in Arboriculture AQF5 or equivalent with experience in a wide range of tree maintenance and services, including pest and disease control, weed management, plant nutrition and irrigation control and in the maintenance and use of all associated plant and equipment.
- Level II Chainsaw Operation/ Fell Trees Manually (Intermediate)
- Current qualification in Quantified Tree Risk Assessment (QTRA) and/or ISA Tree Risk Assessment Qualification (TRAQ or equivalent)
- Experience in the arboriculture industry including the ability to conduct tree climbing and complex rigging works.
- Ability to assess and prepare reports on tree risk assessment and other tree related data.
- Experience in the supervision of a wide range of arboriculture services and maintenance programs.
- Experience in the maintenance and use of arboriculture and horticulture plant and equipment.
- Current NSW Driver licence and ability to drive manual vehicles
- Able and willing to undertake fieldwork for extended periods of time and able to lift and carry a minimum 15 kilos.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/ units to solve issues and develop better processes and approaches to work

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> • Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolution of issues