|  |  |
| --- | --- |
| **Cluster** | Planning, Housing and Infrastructure |
| **Agency** | Department of Planning, Housing and Infrastructure |
| **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 Gardens30609, Mount Tomah 30563, Mount Annan |
| **ANZSCO Code** | 362212 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | January 2020 (updated July 2021, March 2024) |
| **Agency Website** | www.botanicgardens.nsw.gov.au  |

# Who we are

The Department of Planning, Housing and Infrastructure (DPHI) are building the future of NSW through delivering diverse planning, housing solutions and infrastructure across the 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.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in management of the environment.

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 | * Receive direction, provide advice, escalate issues as necessary
 |
| Horticultural staff | * Coordinate work and maintenance programs
* Provide technical advice and share information
 |
| Other RBG&DT teams | * Liaise on matters relating to technical issues
* Share and receive information
 |
| Assigned staff | * Supervise to ensure effective work performance
 |
| **External** |  |
| External bodies and suppliers, other arborists | * 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 | * 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

Key knowledge and experience

* 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.

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)
* 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](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth, and develop and apply new skillsSeek feedback from colleagues and stakeholdersStay motivated when tasks become difficult | Intermediate |
|  | **Work Collaboratively**Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when requiredComplete work tasks within set budgets, timeframes and standardsTake the initiative to progress and deliver own work and that of the team or unitContribute to allocating responsibilities and resources to ensure the team or unit achieves goalsIdentify any barriers to achieving results and resolve these where possibleProactively change or adjust plans when needed | Intermediate |
| **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ workInitiate, prioritise, consult on and develop team and unit goals, strategies and plansAnticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responsesEnsure current work plans and activities support and are consistent with organisational change initiativesEvaluate outcomes and adjust future plans accordingly | Adept |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |
|  | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | Collaborate to set clear performance standards and deadlines in line with established performance development frameworksLook for ways to develop team capability and recognise and develop individual potentialBe constructive and build on strengths by giving timely and actionable feedbackIdentify and act on opportunities to provide coaching and mentoringRecognise performance issues that need to be addressed and work towards resolving issuesEffectively support and manage team members who are working flexibly and in various locationsCreate a safe environment where team members’ diverse backgrounds and cultures are considered and respectedConsider feedback on own management style and reflect on potential areas to improve | Intermediate |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Intermediate |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Foundational |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Foundational |