

POSITION DESCRIPTION		
Position Title: Apprentice Arborist	Classification: As per Trainee/Apprentice Wage Rates	Position Number: BHCC-PS-05
Group/Area: Operations	Reports to: Coordinator Parks and Open Spaces	Hours per week: 38
Our Organisation: Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world. Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy. Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork		
Position Objective: The Apprentice Arborist is a member of Council's Parks and Open Spaces team and will train in all aspects of Arboriculture to assist in the maintenance of tree assets within the area. This position is required to successfully undertake all designated work tasks and successfully complete the required competencies to achieve their apprenticeship within an agreed time frame (determined by the study / course path – TAFE or study provider). It is anticipated that upon completion of relevant studies, the incumbent will have qualifications in arboriculture. The incumbent undertakes general labouring duties and assists to maintain Council's parks and gardens through tree maintenance, tree pruning, assisting in the maintenance of annual flower beds, grass cutting, weed control, arboriculture techniques and general tidying and rubbish removal.		
Key Stakeholders: • Director Infrastructure and Environment • Manager Infrastructure Operations • Coordinator Parks and Open Spaces • Coordinator Roads • Asset Management Employees • Other Management Staff • Employees • General Public		
Special requirements: • Some out of hours work and travel may be required. • Ordinary hours shall be between Monday and Sunday • May be required to work at heights		

Reporting Lines:

- This position reports to the Coordinator Parks and Open Spaces
- This position does not have any direct reports

Duties and Responsibilities:**You will use your professional skills and experience to fulfil the following key responsibilities:**

Duties including but not limited to:

- General maintenance and development of Council owned parks and open spaces.
- Maintain trees, shrubs and seedlings to a satisfactory standard.
- Assist with identifying trees, shrubs and seedlings and tailor maintenance as required to maintain particular varieties to satisfactory standards.
- Assist and contribute to the development of beautification works and projects for Council parks and open space assets.
- Undertake general gardening duties including weeding, lawn mowing, raking, sweeping, blow vac, pruning, empty rubbish bins, tree maintenance, planting and fertilising.
- Assist with ordering plants, trees and other items in line with asset plans in line with Council procurement procedures.
- Assist in the preparation and review of Work Method Statements and work procedures.
- Assist with preparing reports or submissions as required.
- Enter and maintain work requests as required.
- Enter purchase orders as required.
- Complete risk assessments as required.
- Maintain work vehicles in a clean condition and perform start up checks on a daily basis.
- Complete study and on the job components to meet qualification requirements for Certificate III Arborist, which includes travel for training purposes.
- Undertake other duties within employee's skills, competency and training as required and/or directed.

You will contribute to a strong customer and community engagement focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes.
- Effective use of all media platforms including social media.
- Ensure all public documents are professional and ensure a positive corporate image.
- Maintain a cohesive working relationship with the Manager Communications to ensure consistent messaging.
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner.

- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude towards customers.
- Having an ability to manage difficult situations and conflicts – calmly and professionally.

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

You will assist Council in meeting Records Information Management:

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

You will adopt a teamwork approach by:

- Performing an active role within the team to achieve the objectives of that function.
- Engage in regular communication and co-operation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation.
- Setting an example for other employees regardless of reporting lines.
- Committing to self-awareness and improving professional effectiveness.
- Understanding corporate risks that apply to your activities.

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Position and Person Specifications
Essential: • Secondary School equivalent to enable enrolment into applicable studies. • Current Class C Drivers Licence (minimum provisional licence) or ability to obtain. • Genuine interest in pursuing a career as an Arborist in Council's Infrastructure team. • Good literacy and numeracy skills. • Good written and oral communication skills. • Experience in the use of Microsoft Office suite applications including word, excel and outlook. • Commitment to completing all aspects of the apprenticeship including on and off the job training. • Understanding of customer service culture and delivery of quality service.
Desirable: • Ability to undertake additional competencies/ skills/ training to ensure work is conducted efficiently and in a safe manner e.g., Work Cover WHS General Induction Card, Traffic Control Cards, Chainsaw ticket. • Demonstrated relevant work experience. • Understanding of Australian Business Excellence philosophy and commitment to continuous improvement.

Acceptance of Position Description		
Approved: General Manager	Signature: 	Date: 28/02/2023
<i>I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.</i>		
Accepted: Employee Name	Signature:	Date: