Position Description

**College/Division:** Facilities and Services Division

**School/Centre:** Campus Services

**Department/Unit:** Gardens and Grounds

**Position Title:** Grounds Supervisor Arboriculture

**Classification:** ANU Officer Grade 6 (Tech)

**Position No:** TBC

**Responsible to:** University Arborist

**PURPOSE STATEMENT:**

The mission of the Facilities and Services Division is to ‘enable academic excellence at the ANU through integrated and innovative facilities and project delivery’. Grounds Supervisor Arboriculture in collaboration with the ANU University Arborist, will play a crucial role in the management of the University tree population and the public risks associated with these.

**Position Dimension & Relationships:**

The position will work with a degree of autonomy under the broad direction of the University Arborist. The position will liaise with clients and staff on matters related to the removal and public safety of the University’s trees. The occupant will also supervise contractors and F&S staff engaged in tree maintenance operations.

**Role Statement:**

1. Monitoring and recording the condition of all trees growing on the ANU campuses from both a public risk and a conservation perspective. This includes performing tree inspections and operating/updating of the electronic tree database.
2. As directed by the University Arborist, prioritize and classify tree maintenance requirements in specific areas in unison with the cyclical tree inspection program.
3. Perform or undertake minor to medium scale tree maintenance tasks to current standards.
4. Provide effective leadership, training and supervision for staff engaged in arboreal tasks and ensure performance is managed and all deadlines/objectives are met.
5. Under the direction of the University Arborist carry out the annual tree planting program.
6. Monitor the application of tree protection guidelines throughout the construction process of major projects.
7. Provide advice on any activity that involves the removal of trees or may be detrimental to tree health.
8. Communicate with divisional, university and external groups to facilitate projects and promote the ANU’s role in managing the campus landscape to provide an attractive and safe amenity.
9. Hold a class C drivers license (MR preferred)
10. Hold a chemical application certificate
11. Hold a chainsaw operation certificate
12. Maintain awareness of Work Health and Safety legislation and support a safe work environment for staff and/or contractors through training and the implementation and use of safe work procedures and reporting incidents, exposures, hazards or health and or safety concerns in accordance with University procedure
13. Other duties as required, consistent with the classification of this position and in line with the principles of multiskilling.
### SELECTION CRITERIA:

1. Qualifications in relevant arboriculture discipline (minimum AQF3 highly regarded) and extensive experience and/or education/training. Experience in undertaking tree surgery operations would be highly regarded.

2. Proven experience providing specialist arboriculture knowledge/advice and recommending practical solutions including experience in supervising and training staff in correct tree maintenance.

3. Well-developed written and verbal communication skills, including the ability to consult, negotiate and liaise effectively and provide advice to a diverse range of internal and external stakeholders.

4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and contributing to work area planning while managing problems that may arise.

5. Demonstrated awareness of Work Health and Safety legislation, and proven experience in supporting a safe work environment for trade staff and/or contractors through the implementation of safe work procedures.

6. A demonstrated understanding of equal opportunity principles and a commitment of the application of EO policies in a University context.

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<td>Melinda Walker</td>
<td>U9001785</td>
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**References:**

- General Staff Classification Descriptors
- Academic Minimum Standards