

Job Description Form

1. Position Details

Position Title Curator Arboriculture			Position Number BGPA96000048
Level/Grade Level 5	Specified Calling Level	Agreement PSa 1992 / PSCA 2019	Effective Date 11 January 2021
Division Botanic Gardens and Parks Authority		Branch Horticulture and Conservation	
Section Arboriculture		Location Kings Park and Botanic Garden	

2. Reporting Relationships

Responsible to

Position Title Senior Curator Kings Park and Botanic Garden	Level/Grade Specified Calling level 4
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Responsible to

This position



Officers under *direct* responsibility

Position Title Arborist x 2 Arboriculture Trainee	Level/Grade EW4.1 ST1, 2 or 3	Approx. no. FTEs supervised
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Other offices reporting directly to this office

Position title Curator Horticultural Displays Curator Grounds and Infrastructure Curator Nursery	Level/Grade LEVEL 5
Curator Western Australian Seed Centre-Kings Park	LEVEL 4

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Leads the curation of the Authority's trees including the development of strategies, plans and the maintenance of collection management information systems. **Manages the implementation of works programs** in keeping with best arboricultural practice to meet public safety requirements, promote tree longevity and health and provide high quality tree presentation in the landscapes of the designated lands. **Provides professional advice** within the Authority and supports the pre-eminent leadership role of the BGPA in arboricultural practices within the broader DBCA and the State.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Duties will be performed under general supervision.

1. Develop, review and implement tree management programs in accordance with BGPA policy for the whole of the Authority's designated lands, in consultation with the relevant area managers.
2. Undertake and document tree condition inspections and assessments, with particular emphasis on public safety, and record data in the Authority's tree management database.
3. Evaluate arboricultural data, and recommend and implement treatment and maintenance programs to ensure effective risk management and promote tree health, longevity and high quality display.
4. Keep up to date with current arboricultural principles and practices, ensure their appropriate implementation in the management of the Authority's trees and recommend policy changes as required.
5. Provide effective leadership to the Arboriculture Team to maximise their performance, continuous improvement and professional development.
6. Develop and prioritise work programs for the Arboriculture Team and coordinate their implementation to meet operational requirements.
7. Undertake practical work including regular tree maintenance, on-ground works and planting in compliance with public and occupational health and safety requirements.
8. Manage Arboriculture budget, resource allocation, procurement and record keeping activities.
9. Coordinate the planning of tree replacement programs consistent with the Living Collections Policy and area masterplans and implement as required.
10. Facilitate the development of contract documentation and supervise contractors for tree maintenance and removal works.
11. Liaise with, and provide professional arboricultural advice to Authority staff and develop and deliver basic arboricultural training and awareness programs to on-ground staff.
12. Prepare written reports on tree management and make recommendations for effective tree management to the Corporate Executive.
13. Actively contributes to improving teamwork within the Authority.
14. Participates in the Professional Development and Planning program.
15. Participates in Bushfire Management and Response activities.
16. Operates in accordance with BGPA's policies and relevant legislation including Occupational Health Safety and Equal Employment Opportunity.
17. Undertake other duties as directed.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following five essential criteria in written application. These should be addressed in no more than 2 pages in total.

1. Demonstrated skills and experience in the practical application of best practice arboricultural principles within high profile/high visitation public landscapes.
2. Demonstrated experience in tree management and curation of collections for longevity and effective risk management, including the ability to undertake tree assessments, recommend treatment programs, and record and manage arboricultural data.
3. Trade Certificate III Horticulture (Arboriculture) or higher or approved equivalent.
4. Good written, oral and interpersonal communication skills including proficiency in the use of relevant office productivity tools (eg Microsoft Office 365).
5. Demonstrated ability to provide effective leadership for a small team and contribute to team outcomes, including management of contractors.

The following essential criteria will be assessed at some stage during the selection process.

6. Current "C" class drivers licence.
7. Understanding of occupational safety, health, equity and diversity principles and practices.
8. Demonstrated experience with the use of QTRA

Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Essential:

Open, Integrity, Equity, Respect Accountable, Outcome-focused and Collaborative.

Desirable:

Creative, Responsive and Innovative.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1 FTE		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Pre-employment medical required Must wear uniform as provided	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	MR truck licence, Elevated Work Platform licence, Chipper, Chainsaws current certification.		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Executive Director
Signature:	Signature: 
Date:	Date: 7/1/2021