



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Branch: National Arboretum Canberra and
Stromlo Forest Park

Position Title: Aboriculture Supervisor

Position Number: P45503

Classification: GS09

Location: National Arboretum Canberra

Last Reviewed: October 2026

WHAT THE DIRECTORATE DOES

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

WHAT WE DO

National Arboretum Canberra and Stromlo Forest Park Branch

The National Arboretum Canberra was opened in 2013 and comprises a collection of approximately 44,000 trees in 94 forests featuring different types of rare, threatened and symbolic trees from around Australia and the world. It also houses the National Bonsai and Penjing Collection of Australia and includes the award-winning Visitors Centre, Margaret Whitlam Pavilion, Pod Playground, display gardens, unique sculptures and a range of other facilities to enhance the visitor experience.

The Arboretum enjoys strong community support and has a large volunteer presence through the Friends of the National Arboretum. Volunteers undertake a variety of roles including guided tours, working bees, scientific research, interpretation and public events.

Officially opened in 2007, Stromlo Forest Park is a world-class, multi-use recreational sporting facility available to both recreational and professional users. Stromlo Forest Park boasts a purpose-built event pavilion, a 1.2km road criterium cycling circuit, a 2.5km grass cross country running track, a network of equestrian trails and over 40km of mountain bike trails suitable for riders of all abilities.

YOUR DUTIES AND RESPONSIBILITIES

Within limited supervision:

- Conduct regular inspections of all forests and tree plantings to inform all tree and forest maintenance requirements.
- Directly supervise, train, coordinate and oversee horticultural field officers, apprentices, volunteers and other stakeholder groups working within the Arboretum on arboricultural projects.
- Develop weekly programs and assist with workflow planning.
- Contribute to the development of seasonal arboricultural maintenance schedules.
- Monitor, identify and control tree pest and disease using integrated pest management principles.
- Assist with the development of irrigation programs specific to cultural requirements, soil type and environmental factors.
- Assist with operation and ensure maintenance of irrigation infrastructure is undertaken.
- Co-ordinate and assist with the delivery of annual replanting programs.
- Develop and maintain summer hand-watering schedules.
- Assist in the delivery of programmed garden and turf maintenance and landscape construction activities when required.
- Monitor staff performance and attendance in line with performance management framework.
- Ensure cleanliness of depot facilities and equipment including storage areas and plant machinery.
- Conduct regular inspections of all plant and equipment and schedule required maintenance.
- Deliver minor maintenance and upkeep of plant and equipment.
- Maintain and ensure staff meet data entry requirements informed by regular inspections and programmed maintenance.
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.
- Assist with the production of and adherence to site/job specific Workplace Health and Safety documentation requirements such as Work Method Statements, Standard Operating Procedures and Risk Assessments.
- Other duties as required.

SELECTION CRITERIA

1. Demonstrated experience and well developed skills in arboriculture including the maintenance of a diverse range of exotic and native trees.
2. Demonstrated leadership and ability to coordinate diverse teams inclusive of apprentices and volunteer groups.
3. Demonstrated ability to establish and achieve program targets within a dynamic environment.
4. Demonstrated independent judgement and initiative in solving complex operational problems.
5. Demonstrated self-awareness, professionalism and a proven commitment to the ongoing development of positive workplace culture including the integration of Workplace Health and Safety and principles of respect, equity and diversity.

6. Demonstrated organisational skills and ability to use information technology systems including field data collection applications.

QUALIFICATIONS/REQUIREMENTS

Mandatory:

- Relevant tertiary qualifications in Horticulture/Arboriculture
- ChemCert accreditation or willingness to obtain on commencement
- General Construction Induction or willingness to obtain on commencement
- Crystalline Silica Exposure Prevention or willingness to obtain on commencement
- Asbestos Awareness or willingness to obtain on commencement

Highly Desirable:

- MR truck licence
- Plant operator's licences
- Side by side ATV licence
- Irrigation and water management experience

Other Requirements:

- First aid certificate or willingness to obtain
- This position requires a pre-employment medical
- This position requires a Working with Vulnerable People Check
- This position involves direct supervision of staff.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Arboriculture Supervisor (position number P45503) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
Radio use	Frequently
General computer use	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit or field work)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Occasionally

Sequential repetitive movements in a short amount of time	Frequently
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TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently