

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Leading Hand, Planting

Location: Various

Classification: GSO 5/6

Reports to: GSO7 Team Leader and/or
GSO9 Supervisor Planting

Position number: P54956, various

Date last reviewed: July 2026

Division: City Services

Position requirements: Refer to Compliance
Requirements/Qualifications section below

Business unit: Urban Treescapes

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

City Services (CS) delivers a wide range of services that Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, managing our roads, footpaths, and cycle paths. City Services also maintains many of Canberra's lakes, ponds, public open spaces, city places, and urban trees. The Division also manages ACT NoWaste.

BUSINESS UNIT OVERVIEW

City Presentation, a Branch within City Services Division, is responsible for the planning and management of parks, open spaces, and the public domain including lakes, street and parkland trees, public open space, and city places. It protects the natural resources and amenity of the ACT and maintains the look of the city and its environs through its responsibilities that also include domestic animal services, city rangers, and the protection of trees on public and private land.

Urban Treescapes is responsible for the management and maintenance of more than 846,000 trees on parklands and streets throughout ACT. Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees, and this diversity provides important ecological and amenity advantages. Urban Treescapes' responsibilities include the planting, watering, and follow up maintenance of newly planted trees, the maintenance of established trees, the removal of dead and dying trees, the administration of the *Urban Forest Act 2023*, the assessment of tree related claims, and the provision of technical advice on tree related matters.

POSITION PURPOSE

Leading Hands, Planting contribute to a knowledgeable team carrying out tree planting and maintenance tasks within Canberra's urban forest. As a representative of the ACT Government, you will require a passion for trees and an understanding of the importance of teamwork and great customer service.

DUTIES / RESPONSIBILITIES

Under limited direction, Leading Hands are responsible for:

- Leading and working as part of a small team engaged in tree planting and tree maintenance operations. You will also assist with training staff and provide induction training for new and temporary staff.
- Coordinating the use of resources and assisting in the implementation of day-to-day work programs, quality control, and digital data collection for reporting through digital platforms such as Salesforce and Field Maps on a mobile device.
- Carrying out site specific risk assessments and implementing site specific traffic control plans.
- Ensuring that all work is carried out in accordance with Australian Standards and Arboriculture Australia Minimum Industry Standards and meets the requirements of Workplace Health and Safety (WH&S) Legislation. Following work health and safety procedures diligently. Taking responsibility for your own safety and the safety of those around you.
- Liaising effectively with management, staff, contractors, and members of the public regarding work being carried out.
- This position involves direct supervision of GSO3/4 Tree Workers.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Extensive practical experience in horticultural and young tree maintenance activities, including the operation and maintenance of equipment used for tree planting and maintenance and knowledge of the Australian Standards for tree maintenance and tree stock for landscape use.
2. Sound knowledge of the industrial environment and workplace safety practices including standard operating procedures, temporary traffic management procedures, and undertaking site specific risk assessments.
3. Demonstrated ability to lead a small team and liaise effectively with management, staff, contractors, and members of the public.
4. Sound written and oral communication, negotiation and conflict resolution skills, and basic computer skills.
5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

Please refer to the recruitment advertisement for information on how to apply.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- Certificate III in Horticulture or Arboriculture is highly desirable.
- Driver's licence Class C essential with Class MR (Medium Rigid) or higher highly desirable.
- Excavator or front-end loader tickets are highly desirable.
- Asbestos & Silica Awareness/Identification
- Authority to implement traffic control plans & Traffic controller training, or willingness to obtain.
- Ability to undertake the physical requirements of the tasks listed in this Position Description.

This position requires a Working with Vulnerable People check and a pre-employment medical may be required. Background / Security clearance checks will also be conducted.

The position requires a willingness to wear a uniform and work anywhere in the ACT as required.

For a broad banded GSO5/6 who has been at highest increment point of their broad banded classification for one year, to progress from a GSO5 to a GSO6 they should demonstrate the following:

1. All CED mandatory training and tickets related to job role.
2. Demonstrated ability to work safely and observe safety procedures.
3. Demonstrated competency in performing inherent requirements of the role, having completed all mandatory training and hold current required tickets.
4. Attainment of Certificate III in Horticulture or Arboriculture.
(electives to be agreed with manager)

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Leading Hand, Planting (position number P54956, various) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Never

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 paid 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)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Exposure to silica (either with asbestos or under asbestos)	Occasionally
Operation of heavy machinery e.g., forklift	Frequently
Confined spaces	Occasionally
Excessive noise	Frequently
Low lighting	Frequently
Handling of dangerous goods/equipment	Frequently
Working with asbestos	Occasionally
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material or work sites	Occasionally

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