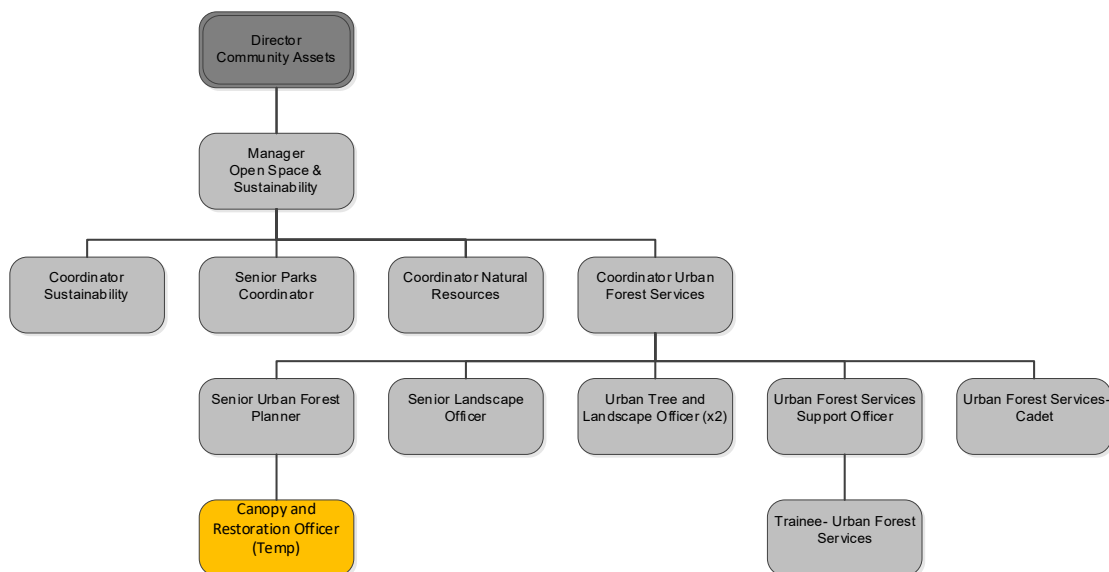


POSITION DESCRIPTION

Position Title	Canopy and Restoration Officer
Position Number	35190
Division/Directorate	Community Assets
Branch	Open Space & Sustainability
Grade	14
Band and Level	Band 3 / Level 2
Special Requirements	Employment Screening including but not limited to: • Qualification check • Attending a premedical employment • Ability to carry out site inspections and field work • Ability to attend meetings and events occasionally outside normal working hours
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial and environmental demands Refer to the TIA for further Information
Reports To	Senior Urban Forest Planner
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Liveable – Strong and integrated connections between our people and our services Balanced – Providing sustainable and responsible solution that enhance our heritage and natural environment
Reporting Structure	



Position Purpose

This position contributes to the protection, enhancement and long-term resilience of Camden's urban tree canopy, thereby supporting the health and sustainability of both urban and natural environments. Through the planning and delivery of tree planting projects, the position facilitates the growth and diversification of the urban forest and contributes to the restoration and regeneration of native vegetation across the Local Government Area. This position will also support Council's strategic objectives in enhancing biodiversity, strengthening resilience to climate change, and promoting the long-term liveability of Camden for current and future generations.

Key Result Areas

Customer Service – Create a customer centric service environment and reward service excellence.

Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.

Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.

Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.

Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.

Key Duties & Responsibilities

1. Deliver, coordinate, implement and evaluate urban canopy enhancement, revegetation and ecological restoration projects and programs across the Camden Local Government Area.
2. Engage, coordinate and monitor contractors, consultants and volunteers to ensure works are undertaken safely, efficiently and in accordance with approved specifications, service standards, funding requirements and relevant legislation.
3. Assist in the planning, management and monitoring of project budgets, grants and resources to achieve program outcomes and ensure compliance with funding requirements.
4. Undertake site inspections, assessments and monitoring activities, and prepare technical reports, project updates and performance information relating to program delivery and environmental outcomes.
5. Collaborate with internal and external stakeholders, including community groups, government agencies, developers and other Council teams, to support urban canopy and restoration initiatives.
6. Assist with the implementation of Council's Urban Forest Strategy, Biodiversity Strategy and other relevant strategic plans and programs.
7. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

8. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.
WHS Responsibility
Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.
Risk Management Responsibilities
1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. 2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable. 3. Must be aware of operational and business risks. Particularly: - o understand and adhere to the principles of Risk Management within their job role; - o assist Managers and Team Leaders in identifying risks and risk treatments in their job role; - o provide input into various risk management activities; - o report all emerging risks, issues and incidents to their manager or appropriate officer; and - o follow Council policies and procedures.
Records and Information Management Responsibilities
All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance. Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.
Essential Criteria
1. Bachelor's degree along with relevant experience in Urban Forestry, Environmental Science, Environmental Management, Natural Resource Management, Ecology, Arboriculture or related discipline, and demonstrated equivalent experience. 2. Demonstrated knowledge of urban forestry, revegetation, biodiversity conservation, bushland restoration and natural area management principles. 3. Demonstrated experience in the developing, implementing, monitoring and evaluating urban forest planting, vegetation restoration, revegetation or other environmental management projects. 4. Demonstrated experience using GIS applications and other environmental, asset management or spatial data systems. 5. Demonstrated ability to work independently, prioritise competing demands and contribute effectively to a multidisciplinary team. 6. Proven organisational and project management skills, including the ability to oversee multiple concurrent projects while balancing priorities and deadlines. 7. Strong communication, stakeholder engagement, negotiation, and conflict resolution skills, with sound judgement in making informed recommendations. 8. Current Class C Drivers Licence.
Desirable Criteria
1. Experience working in local government. 2. Experience administering environmental or restoration grant-funded projects. 3. Knowledge of native vegetation communities and flora species occurring within the Camden LGA and broader Cumberland Plain.

Prepared By	Manager Open Space & Sustainability
Date Prepared	July 2026
I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.	
Employee Name:	
Employee Signature:	
Date:	