

Your Position

Your job	Manager Arboriculture Kaiwhakahaere Ahurākau
Your group	Infrastructure
Your team	Parks
Your manager	Manager Parks, Dave Stone
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Parks team looks after Porirua's natural landscapes and the health of Te Awarua o Porirua Harbour to ensure both our people and environment thrive. From our streams, bush and coastal areas to sports fields and shared paths, we manage and regenerate the spaces that define Porirua, and we work in partnership with Ngāti Toa and our community to create safe, welcoming, and ecologically rich places for generations to enjoy.

Your purpose

The Manager Arboriculture's role is to:

- work with both the City Services Team and Transport Team to manage all aspects of Porirua's tree population.
- provide expert advice and technical information to Council, developers, residents, and community groups on all matters relating to arboriculture.
- manage all aspects of the asset management, operational services delivery and plan the development and maintenance of the Porirua's tree population.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• Nil
Your indirect reports	<ul style="list-style-type: none">• Nil
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Members of the public and community organisations• Developers• Ngāti Toa Rangatira• Other local authorities• Contractors, consultants and suppliers• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation• Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Operational Planning	<ul style="list-style-type: none"> Assist with any tender contracts, and requests for quotes for Porirua City in line with Council's procurement practices. Manage and maintain external contracts relating to Arboriculture Services. Work with Asset Managers to provide information on our Asset Management Plans. Contribute to the development of plans and budgets for the Parks team and external contractors to meet the key areas of responsibility. Contribute to the financial strategies related to capital investment programmes, asset management, and other forecasting and budget policies for Council. Assist with developing and arboricultural plans, guidelines and policy.
Operational Delivery	<ul style="list-style-type: none"> Provide technical arboricultural advice to other council teams including Transport, Resource Consents and Monitoring, and Planning Lead, promote and educate modern Arboriculture practices within Council, our community, and the region. Organise and supervise contractors on services not directly provided, to ensure the Council obtains best value Ensure contractors comply with their Health & Safety Policy and also comply with the Council's own Health & Safety Policy and the Health and Safety at Work Act 2015. Manage the maintenance and development of Porirua City Council's tree population through staff and external contracts. Ensure an afterhours process is in place for any call outs, emergency responses or storm events. Ensure specified service levels for the delivery of arboriculture services are met. Provide specialist consultation and advice regarding Arboriculture to both internal and external stakeholders and customers. Monitor and audit service requirements and contracts. Create and maintain a tree asset management database. Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.
Relationship Management	<ul style="list-style-type: none"> Establish and maintain effective working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive. Monitor and elevate political issues related to Transport to Councillors through the Issues meeting process Liaise and work with Councillors to agree a well thought through approach to resolving elevated political issues Lead the response and negotiate acceptable and cost-effective resolutions to customer issues and problems Manage complex customer issues ensuring legal and political risks are planned for and mitigated

Health and Safety	<ul style="list-style-type: none"> Understand and apply health, safety and risk management in accordance with Council's risk management framework and relevant legislation. Take responsibility for your work environment; identify, assess, and manage hazards and risks to ensure they are addressed. Encourage and support the identification, assessment, management, reporting and monitoring of hazards and risks to ensure they are addressed. Recognise when to escalate issues. Take reasonable care that what you do or don't do does not adversely affect the health and safety of other people. Take reasonable care of your own health, safety, security, and wellbeing. Foster a safe environment for staff, volunteers, and community groups and or participants in activities or events. Ensure all health, safety and security incidents are reported. Encourage others to report health and safety incidents and risks. Cooperate with any reasonable workplace health and safety policy or procedure. Comply with any reasonable instructions given.
Corporate Responsibilities	<ul style="list-style-type: none"> Build commitment of our vision, strategic directions, values and services. Willingly undertake any duty required within the context of the position. Adhere to our Code of Conduct. Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none">• A tertiary qualification in arboriculture, or parks and open spaces management (or a related field);• Several years' experience in successfully managing all aspects of an arboriculture operation;• Hold a tree risk assessment qualification (VALID, TRAQ or QTRA);• Contract Management experience;• Experience working Central or Local Government and demonstrated political nous• Excellent interpersonal skills, and proven experience working with a broad range of stakeholders and the ability to establish and foster excellent working relationships with both internal and external stakeholders.• Effective Project Management;• Excellent administrative and computer skills;• NZ Full Drivers Licence;• Understanding and commitment to health and safety in the workplace;• Understanding and commitment to diverse workplaces;• Understanding and commitment to the Treaty of Waitangi and bicultural issues.
It'd be great if you also have:	<ul style="list-style-type: none">• Managed local government trees or contractor to local government tree• Membership of NZ Arb or ISA.

Last updated January 2026



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.