

## POSITION DETAILS

<b>Position Title:</b>	Ranger – Parking Enforcement	<b>Position Grade:</b>	6
<b>Dept/Directorate:</b>	Community Services / Customer & Community Services	<b>Position Status / Hours per Week:</b>	Full Time (38 hours per week)

## PRIMARY PURPOSE OF THE POSITION

Responsible for the professional, effective, and efficient delivery of parking and environmental enforcement services to ensure that activities and practices comply with Local and State Government legislative requirements and approved conditions.

## SELECTION CRITERIA

### Education / Qualifications

- High School Certificate or completion of TAFE Certificate 3 level course or similar standard of education
- Current NSW Class C drivers licence

### Experience/Specific skills

- Experience as a Parking or Enforcement Officer in Local or State government or experience in a similar customer/client facing role
- Demonstrated negotiation and conflict resolution skills
- Sound level of literacy and numeracy skills
- Sound written communication skills with experience preparing reports and memos
- Strong teamwork skills with ability to contribute to a team culture
- Proven time management skills with experience organising daily work-loads to meet performance standards

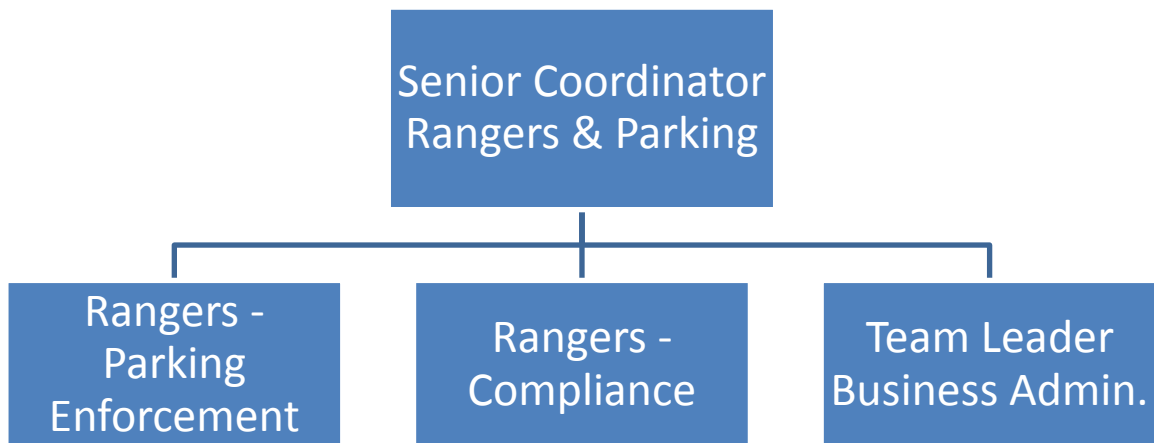
### Personal Attributes

- Professional and pleasant manner when dealing with public
- Ability to work independently without direct supervision
- Able to remain calm in conflict situations and manage enforcement issues with tact and discretion
- Physically able to walk for long periods of a day whilst working in an outdoors environment

### Desirable Qualifications, Experience and/or Skills

- Experience working in a culturally diverse community
- Completion of relevant training including;
  - a) Certificate IV in Local Government (Regulatory Services)
  - b) Online SEINS Training

**ORGANISATIONAL CHART**



**SERVICE ACCOUNTABILITIES – Contributes to**

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Environment & Planning Group of the organisation.

- Parking and traffic regulatory service
- Illegal dumping and littering regulatory service

**CORPORATE ACCOUNTABILITIES**

**The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.**

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter

## CORPORATE ACCOUNTABILITIES

8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods & risk assessments with your Supervisor as required
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability or professional indemnity exposures to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Safety**

We are committed to preventing injury to ourselves, our team and our community.

### **Teamwork**

We work together with respect and support.

### **Ethics**

We are honest, responsible and accountable for our actions.

### **Professionalism**

We deliver effective services to the community with consistent decision-making.

## DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act and a copy of the current delegation from the General Manager is attached.

## DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	