

# Position Description

## Ranger

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** March 2018

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
Position limit within salary system: (20 Grade structure)	Grade 6 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

### Organisational relationships

Directorate:	Environment, Planning and Community
Section/Unit:	Environment, Development and Strategic Planning
Team:	Regulatory Services
Work base:	Grafton or Maclean (as appropriate to the position)
Position responsible to:	Regulatory Services Supervisor
Level of support and supervision:	Moderate
Level of personal management	Moderate
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All Sections of Council
External contacts:	General public, Government Agencies

### Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



### Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent driving

Prolonged walking on uneven ground (e.g. 3-4 kms through scrub)

Prolonged standing (several hours at one time)

Frequent lifting of animals (often 12-15 kg)

Occasional running, over natural and constructed ground

Frequent use of keyboard

### Purpose of the position

Undertake animal control and impounding activities in order to provide an efficient and effective regulatory and enforcement service.

To implement and enforce the provisions of applicable Acts, Regulations, local laws and Council policies.

Undertake general regulatory and compliance actions and investigations in accordance with all relevant legislative requirements.

### Major duties and responsibilities

Investigate and enforce requirements of the Local Government Act, Environmental Planning and Assessment Act 1979, Protection of the Environment Operations Act, Impounding Act, Swimming Pools Act, Australian Road Rule and Council's policies.

Implement compliance and enforcement of the regulatory aspects of the Companion Animals Act, Regulations and Council's policy.

Undertake animal control and impounding activities in order to provide an efficient and effective regulatory and enforcement service that meets statutory obligations within the budgetary framework established by Council.

Undertake duties and activities associated with Council's animal pound operations as directed.

Issue accurate and timely Penalty Infringement Notices in accordance SEINS agreements.

Conduct patrols, investigations and interviews relating to regulatory services operations.

Investigate complaints and issue overgrown land notices.

Investigate noise complaints relating to barking dogs, animals and neighbourhood noise of a routine nature.

Monitor and enforce activities associated with the use of public reserves and beaches in accordance with Council policies and legislative requirements.

Maintain accurate records and diaries of activities, investigations and actions undertaken in the implementation of regulatory services activities.

Represent Council in Court as required.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### **Education and knowledge**

Relevant tertiary qualifications; **or** equivalent relevant industry experience

#### **Licences/tickets, clearances, membership**

Current Drivers Licence

Does not have a criminal history that will adversely affect ability to perform the inherent requirements of the position

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW (or willingness to obtain within 3 months of commencement)

#### **Experience**

Demonstrated experience in a regulatory services related position

#### **Position related skills**

Demonstrated ability to interpret Acts, Regulations and policy

Demonstrated well developed written communication skills (correspondence and reports)

Demonstrated well developed verbal communication skills, including conflict resolution and negotiation skills

General computer literacy in email and internet programs and basic proficiency in Microsoft word

#### **Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded*

#### **Education and knowledge**

Certificate IV in Animal Control and Regulation or Certificate IV in Local Government (Regulatory Services)

Sound knowledge of:

Companion Animals Act, Impounding Act and Australian Road Rules:

Local Government Act

Swimming Pools Act;

Protection of the Environment Operations Act

Environmental Planning and Assessment Act,

#### **Licences/tickets, clearances, membership**

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

Euthanasia Course

Certification from the State Debt Recovery Office to issue infringements, or ability to attain within 4 weeks of commencement

**Desirable selection criteria**

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Capacity to obtain a Firearm Licence

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Microchip Licence

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**Experience**

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Sound knowledge of court procedures and experience as a prosecution witness in local court

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**Position related skills**

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Experience in the use of mobile hand held IT devices relevant to the position

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**Other features of this position may include**

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Out of hours and weekend work as required

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Contact with challenging customers/members of public

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Working with animals and stock

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**Generic performance requirements**

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**Ethics/probity** – act in accordance with the Code of Conduct.

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**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

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**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

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**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

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**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....

*Employee*

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