



INFORMATION PACKAGE

POSITION VACANT

RANGER 12 MONTH FIXED TERM CONTRACT

REF NO: ESC239

CLOSING DATE: 4.30PM WEDNESDAY 26 JUNE 2019

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact John Gomez on (02) 4474 7418



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.



Position Description

Ranger


Position Code	Fixed Term Contract
Division	Environmental Services
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 1 to Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the sources.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To control and regulate activities in public areas and to provide advice, education and guidance to the community under the relevant Acts, regulations and Council policies.

Main duties and key result areas (KRA)

Duties will vary according to the skills held

1. Detect and investigate matters of law enforcement and other areas including: parking; litter control; illegal dumping; companion animals; derelict vehicles/articles; overgrown premises and illegal uses of Councils property/assets.
KRA: Actively undertake public health and safety duties in accordance to legislative requirements.
2. Respond to all relevant complaints, service requests and instruction, including: allegations of land clearing; environmental issues; pollution events; water sampling; field inspections; signposting and matters relating to Ranger duties.
KRA: Diarise, inspect, report and follow up customer service requests and instruction and undertake in accord with agreed timeframes. Provision of advice given correctly interprets the requirements of the relevant Acts, Regulation and Policies.
3. Provide community guidance/education and enforcement in these matters. Assist in design/implementation of community safety plans with local police, education of animal owners and polluters.
KRA: Advice given correctly interprets the legal requirements. Safety programs and education advice ensures delivery of quality Ranger service.
4. Enforce compliance with relevant legislation, local plans and procedures. Report breaches, issue orders, notices and Penalty Infringement Notices as appropriate. Represent Council in Court as a witness where required.
KRA: Breaches reported and orders, notices and infringements are issued and enforced in accordance with relevant Acts, regulations and Policy and within adopted or agreed timeframes. Attend court and follow legal process as required or directed ensuring evidence, briefs, documentation are complete and accurate to appropriate legal standard.
5. Actively participate in a Team to ensure delivery of Ranger Services according to Council's Delivery and Operational Plans and Policies.
KRA: Actively and positively participate as a team member.
6. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.

7. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Experience working within a regulatory framework and knowledge of enforcement and compliance strategies within relevant legislation.
2. Ability to ensure compliance including the capability to effectively communicate with people in demanding situations and the skills to analyse issues.
3. Good oral and written communication skills including the ability to listen, interpret and convey information in a clear and accurate manner, enabling timely delivery.
4. Strong interpersonal skills that will work effectively in a team and ability to work independently.
5. Current Class C driver's license;
6. Willingness and ability to follow EEO and diversity principles and practices.
7. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Demonstrated experience and knowledge in enforcement procedures such as operation of the SEIN system, Certificate IV in Local Government (Regulatory Services) or equivalent.
2. Computer literacy with ability to operate with MS office (Word, Excel, Access, PowerPoint) and ability to learn Geographical Information Systems

Note: This position is required to participate in an on-call roster for out of hours and weekend work.

A clearance as a result of a National Criminal Record History is a requirement if this role.

The position takes responsibility for enforcement.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Positon Vacant
SUPERVISOR: John Gomez
DATE: June 2019

CONDITIONS OF EMPLOYMENT

Position Title:	Ranger
Reference Number:	ESC239
Grading:	8-11 of Council's salary system
Salary Range:	In the range of \$1,158.88 to \$1,389.99 gross per week comprised of: * \$1,058.34 to \$1,269.40 base salary, * \$100.54 to \$120.59 superannuation (calculated at 9.5%) + Appropriate penalty rates for weekend work and on-call allowance when rostered.
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis, tetanus and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.



Hours of Work:	<p>12 month fixed term contract, full-time, 38 hours per week.</p> <p>Hours of work are as rostered over each 7 day period and include weekends. Appropriate weekend penalty rates will be paid when working weekends.</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
On-Call	<p>When required by Council, participation in an on-call roster is part of this position. Appropriate allowances are paid when on-call.</p>
Location:	<p>Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.</p>
Leave Entitlements:	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

