

Position Description

Position Details			
Position title	Ranger Services Coordinator	Position number	PD146
Group	Community, Planning & Environment	Previous position numbers	EPD134
Section	Certification & Compliance	Reports to	Manager Certification & Compliance
Area	Ranger Services	Evaluated / approved by	Tony Payne
Team	N/A	Version number	September 2022
Position level code	4A Coordinator Leader		
Position statement	Coordinate BVSC's Ranger Services team, including promotion and maintenance of public safety, prevention and control of public nuisances, and environmental protection through targeted initiatives.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Regulation of public places and private lands	<ul style="list-style-type: none"> Coordinate enforcement and compliance activities relating to (but not limited to), activities under POEO Act, parking, use of public land, and building site environmental controls. Audit and review of signage installed on lands managed by BVSC. Regulation and enforcement of public and (where contracted to provide services) private car parking. Oversee compliance of private swimming pools and public land use activities. Contribute to senior management forums, strategic forums and committees on BVSC's strategic planning policies. 	<ul style="list-style-type: none"> Registers of illegal or contrary behaviour are completed within the required timeframes. Methods of enforcement meet statutory requirements and comply with BVSC policies and procedures (e.g., Code of Conduct).
Legal	<ul style="list-style-type: none"> Coordinate the acquisition, maintenance and reconciliation of penalty notice instruments and associated software. Oversee investigations and case activities of the Ranger Services team. Prepare Notices, Orders and Declarations, Briefs of Evidence, Court Attendance Notices and attend Court to present evidence. 	<ul style="list-style-type: none"> Penalty notices meet the requirements of the Service Level Agreement with State Debt Recovery. Audit Ranger-issued notebooks and Penalty Notice register Ensure all legal actions and documentation are undertaken in accordance with relevant legislation and BVSC Policy and Procedures Guidelines.
Environment management and animal management	<ul style="list-style-type: none"> Plan and implement BVSC's threatened species shorebirds program in conjunction with other authorities and the community. Coordinate the planning and management of BVSC's animal control areas. Coordinate the maintenance of BVSC's stock and companion animal management facilities. Coordinate micro-chipping and euthanising of companion animals. 	<ul style="list-style-type: none"> Reporting meets statutory timeframes. Euthanising of animals meets statutory requirements and accurate records are completed and maintained.

Position Description

Position Specific Tasks and Activities

Key area	Duties and responsibilities	Standards for achievement
Projects, management and administration	<ul style="list-style-type: none"> Assist the Manager Certification & Compliance with specific projects or administrative tasks as required. Monitor and report on Area activity. Maintain and monitor records and registers. Research and write policies and procedures. Coordinate the on-call roster. 	<ul style="list-style-type: none"> Activity reports are prepared on a monthly basis. Administrative tasks performed within service level agreements. Reports and correspondence are comprehensible, accurate and provided in a timely manner. Records and registers are maintained according to statutory requirements. Rosters are prepared and made available within expected timeframes.
Community advice and education	<ul style="list-style-type: none"> Deliver education awareness to the community on Ranger Service matters. Provide advice in regard to enforcement, public safety, animal management and environmental regulation. Provide an education resource to foster and promote BVSC's public safety and regulation activities. 	<ul style="list-style-type: none"> Advice and guidance is accurate, correct and provided in a timely manner. Education and informational resources use effective techniques for imparting information and knowledge.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use structured processes to plan, lead organise and control your people and resources. You provide employee performance feedback on a regular basis to people in your area.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> You monitor the budget allocated to your section regularly and manage revenue and expenditure to ensure budget remains on-track. You contribute input to the budget estimate process based upon the agreed business plan deliverables. You comply with the organisational procedures for procuring services and supplies, including tendering processes.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You publicly role model the PLaCE values. You ensure employees have a work-life balance. You ensure safe work practices are used by employees/contractors/volunteers. You ensure all people are treated inclusively by the team, regardless of differing ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You ensure all employees have a current learning/career plan in place and ensure their attendance at all mandatory training events. You review your own and your team's performance and ask for feedback to learn and improve. You support and foster continuous improvement in team activities.
Can do	<ul style="list-style-type: none"> You actively support organisational change initiatives and encourage your team to also do so. You focus on solutions rather than the problem. You work with stakeholders in tailoring services to meet or exceed their expectations. You oversee the resources of the team to ensure outputs are delivered when expected, within budget, and with the required quality. You celebrate success and achievement by the team and by individuals. You appropriately challenge and resolve poor performance and inappropriate workplace behaviour.

Behavioural Competencies

Value Description	Expected Behaviours
Engaging the whole organisation is important	<ul style="list-style-type: none"> You support and communicate corporate messages and information to the team, including promoting 'above the line' behaviour. You look to work together, across and outside typical groups; initiating joint approaches to efficiently deliver services. You listen to and involve colleagues and external stakeholders and respond positively to suggestions before making decisions. You support/drive initiatives and actions that lead to a 'one-team' culture.

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated experience interpreting and applying legislation relevant to local government and enforcement and compliance.
- Demonstrated thorough knowledge of contemporary investigation and regulation issues especially relating to public safety, animal management, environmental regulation and the initiation of legal proceedings.
- Demonstrated frontline management leadership skills and experience.
- Eight (8) years' recent experience in a law enforcement or related position (indicative).
- Additional skills, knowledge and qualifications that may be applicable to this position, such as higher qualifications in investigation, conflict resolution skills, HLTAID003 – Provide first aid (Unit of Competency), other specialist training or work experience.

Selection criteria – qualifications and licences

- PSP40416 Cert IV in Government Investigations, or LGA40504 Cert IV in Local Government (Regulatory Services) or other equivalent relevant qualification.
- Microchip Implanting accreditation (Unit of Competence ACMMIC401A) plus accreditation by the NSW Department of Local Government.
- Animal Euthanising accreditation (Unit of Competence: ACMACR405A - Euthanise sick, injured or unwanted pound animal.)
- Current NSW Class C Drivers Licence
- NSW Traffic Controller licence

Conditions of Employment

Status	Permanent full time		Hours per weeks	38
Award classification	Band: 3	Level: 3	Award	Local Government (State) Award 2014
BVSC grade	13			
Pattern of work	Variable			
Special requirements	<div><input checked="" type="checkbox"/> Weekend Work</div> <div><input checked="" type="checkbox"/> Evening Work</div> <div><input checked="" type="checkbox"/> Public Holiday Work</div> <div><input checked="" type="checkbox"/> Participation in on call roster</div> <div><input checked="" type="checkbox"/> Other: May require work duties to be performed in holiday periods of full time 7-day a week roster if required.</div>			

Delegations

Staff	Number of direct report positions: 7	Staff span of control: 7
Budgetary	OO-Soft Model 20, 2.6 Factor 6 (\$500,000 to \$1M)	
Purchasing	Purchase Card Entitlement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Purchase card limit: \$1,000
Statutory	As per BVSC Register of Delegations	

Delegations	
Security	Access the Bega Depot Office 24 hours per day, 7 days per week.

Benefits	
Motor vehicle	Work Related Vehicle (commuter use)
Information technology	<div> <input checked="" type="checkbox"/> Workstation PC <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Tablet </div> <div> <input type="checkbox"/> Tablet <input type="checkbox"/> Camera </div> <div> <input type="checkbox"/> Other: Click here to enter text. </div>
Telecommunications	<div> <input checked="" type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input checked="" type="checkbox"/> Wi-Fi Dongle </div> <div> <input type="checkbox"/> Other: Click here to enter text. </div>
Workwear	<div> <input type="checkbox"/> Corporate uniform <input checked="" type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable </div> <div> <input checked="" type="checkbox"/> Personal Protective Equipment: </div>