

Position Description

Position Details			
Position title	Ranger	Position number	PD074
Group	Community, Environment & Planning	Previous position numbers	N/A
Section	Certification & Compliance	Reports to	Co-ordinator Ranger Services
Area	Community Safety and Compliance	Evaluated / approved by	Tony Payne
Team	N/A	Version number	February 2021
Position level code	6 (Line-level employee)		
Position statement	Provide a range of regulatory, compliance and associated community education services with a focus upon companion animals, public land use, environmental control and regulating community matters under various acts and regulations.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Animal management	<ul style="list-style-type: none"> Undertake a range of activities associated with animal and companion animals management, including: <ul style="list-style-type: none"> Care and management of impounded companion animals and stock; Microchipping and euthanasing; and Documenting, reporting and actioning all types of animal incidents & complaints including dog attacks, barking dogs and stray companion animals. 	<ul style="list-style-type: none"> Animal control and management activities undertaken in accordance with statutory requirements.
Regulatory and Compliance	<ul style="list-style-type: none"> Regulate unauthorised activities on public reserves, road reserves and lands. Regulate unauthorised dumping of waste and litter. Regulate car parking and abandoned vehicles. Process abandoned vehicles and articles. Audit BVSC regulatory signage. 	<ul style="list-style-type: none"> Compliance and enforcement in according to the relevant legislation and legal agreements.
Legal	<ul style="list-style-type: none"> Investigate offences; prepare Penalty Notices, Briefs of Evidence, and Court Attendance Notices. Conduct interviews and collect witness statements Provide investigative advice and technical assistance to other BVSC staff relating to the gathering of evidence and preparation of documents for prosecutions. Collect, document and manage evidence Prepare Notices, Orders and Declarations, and attend Court and present evidence. 	<ul style="list-style-type: none"> Complete investigations in a timely and thorough manner. Follow legal processes in accordance with judicial requirements. Penalty notices and cautions are issued in accordance with BVSC enforcement policies and procedure and the Revenue NSW Service Level Agreement.
Community and Council	<ul style="list-style-type: none"> Provide advice relating to compliance, animal management and environmental regulation. Participate in the development and delivery of community education and awareness under the Ranger Services banner. 	<ul style="list-style-type: none"> Advice is correct and provided within a timely manner. Education programs are relevant, up-to-date and engage with community members.

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Position Specific Tasks and Activities

Key area	Duties and responsibilities	Standards for achievement
Projects and administration	<ul style="list-style-type: none"> Assist the Coordinator with specific projects or administrative tasks. Monitor, evaluate and report on program activities. Maintain appropriate files and records in line with requirements of the role. 	<ul style="list-style-type: none"> Administrative tasks performed within agreed parameters. Reports and correspondence are comprehensible, accurate and provided in a timely manner. Records and registers are maintained according to statutory requirements.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
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"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

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 conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.

Behavioural Competencies

Value Description	Expected Behaviours
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated experience in local government compliance or law enforcement.
- Excellent customer services skills and ability negotiate and communicate effectively with community members and stakeholders who may be agitated or upset.
- Demonstrated experience and knowledge of contemporary investigation and regulation issues especially in regards local government public safety, animal management, impounding and the ability and/or knowledge to initiate legal proceedings.
- Demonstrated skills and experience in interpreting and applying relevant legislation and regulations.
- Demonstrated high standard of physical fitness relevant to the position.
- Good written and verbal communication skills and ability to maintain accurate records and information, particularly in drafting statutory instruments.
- Additional skills, knowledge and further qualifications that may be applicable to this position, such as appropriate higher level qualification, first aid certificate, work experience in auditing/compliance investigation, or other specialist training, qualifications or work experience.

Selection criteria – qualifications and licences

Mandatory

- Certificate IV in Investigations or Local Government (Regulatory Services) (or equivalent)
- Current NSW Class C Drivers Licence
- Successful National Criminal History check to determine suitability for Local Government enforcement purposes
- Applicants to provide a certified current Roads Maritime Services (RMS) traffic offence history report to determine suitability to drive Ranger vehicles

Desirable or prepared to obtain on commencement

- Microchip Implanting accreditation (Unit of Competence ACMMIC401A) plus accreditation by the NSW Department of Local Government
- Animal Euthanasing accreditation (Unit of Competence: ACMACR405A - Euthanase sick, injured or unwanted pound animals.)
- NSW Traffic Controller licence.

Conditions of Employment

Status	Permanent full time		Hours per weeks	38
Award classification	Band: 2	Level: 3	Award	Local Government (State) Award 2020
BVSC grade	7			
Pattern of work	See below.			
Special requirements	<input checked="" type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input checked="" type="checkbox"/> Public Holiday Work <input checked="" type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: 9 day fortnight, variable work hours & after-hours call-out roster in line with Award conditions. Must be prepared to participate in either a holiday periods or 7 day/week roster.			

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Delegations	
Staff	Number of direct report positions: 0 Staff span of control: 0
Budgetary	\$Nil
Purchasing	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Purchase card limit: \$0
Statutory	As per BVSC Register of Delegations
Security	Access to relevant Council sites 24/7 due to weekend work

Benefits	
Motor vehicle	Work Related Vehicle (commuter use)
Information technology	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.
Telecommunications	<input checked="" type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.
Workwear	<input checked="" type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Enter details such as safety boots, shoes, sunglasses, etc.
Tools	Equipment relevant to undertake tasks of a Ranger supplied.

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Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to workplacewellbeing@begavalley.nsw.gov.au.

Job title: Ranger

PD Number(s) PD074, PD074.1, PD168

Completed by Name: Sara Keeley-Smith

Date:17/02/2021

Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	Regular
Sitting at desk	Yes	Intermittent
Standing for long periods <i>if yes, please indicate length in hours</i>	Yes	Regularly
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	Small to medium dogs from ground to vehicle cage (or reverse) Moving animal carcasses
Moderate Lifting/Carrying (10-15kg)	Yes	Small to medium dogs from ground to vehicle cage (or reverse) Moving animal carcasses
Heavy Lifting/Carrying (16kg and above)	Yes	Medium to large dogs from ground to vehicle cage (or reverse) with assistance from loading ramp Moving animal carcasses
Climbing	Yes	Intermittent-Investigate dog complaints, illegal waste dumping
Bending	Yes	Regularly-Car park regulation and evidence collection
Kneeling/Squatting	Yes	Occasional-car park regulation and evidence collection
Reaching	Yes	Regularly-undertake outdoor/field activities
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Yes	Regularly-leading dogs, walking and bending when undertaking car park regulation. Data entry
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can</i>	Yes	Regularly-computer and writing, seated in vehicle for long periods

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<i>include muscular, skeletal and neurological functions to produce small, precise movements</i>		
Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Yes	Regularly
Walking <i>including distance eg job sites</i>	Yes	Regularly-Undertake companion animal regulation, car park regulation and illegal waste investigations.
Walking/running up and down steep slopes	Yes	Intermittent-stock control
Walking whilst pushing/pulling object	Yes	Intermittent-handling dogs
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note-if yes a functional assessment may form part of the pre employment medical</i> Regularly-undertake field work and investigate complaints
Works in a customer service environment	Yes	Often-both customer service and confrontational. Regularly deal with difficult, agitated, aggressive, drug/alcohol affected individuals.
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	Yes	Regularly- roadside (impounding animals), contact with aggressive dogs/cats, euthanasia and microchip processes
Working at heights <i>if yes this must also form part of position description</i>	Minimal Likelihood	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Yes	Intermittent-companion animal facility (pound) car cleaning, euthanasia of animals
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Yes	Regularly-disposal and removal of deceased dogs/cats, attend to victims of dogs attacks both human and animal, collection of evidence from illegal dumping sites.
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	Yes	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i> Dogs barking at pound facility.
Exposure to airborne odours and particles	Yes	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminants"</i>

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<i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>		Collection of evidence from illegal dump sites.
Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Yes	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i> Regularly undertake outdoor/field based activities regulation, management and control
Exposure to some infectious diseases	Yes	<i>Please see Immunisation Procedure (including matrix) for clarification</i> Q fever, tetanus, FIV (Feline Immunodeficiency virus)
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	Regularly travel to attend customer complaints, investigate breaches of legislation
Plant/Equipment and or vehicle operation	Yes	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i> Driving vehicles long distances between jobs, driving vehicles off road during routine patrols
Cyclic Workload		Notes
Peaks and Troughs	Yes	Peak season and warm periods
Frequent overtime	Yes	Peak season holiday periods, urgent call outs
Rostered shift work	Yes	Peak holiday periods
Psychological Demands		Notes
High turnover of work	Yes	Regular-Undertake multiple complaints under various legislative instruments within Local Government
Tasks involving interacting with distressed people	Yes	Intermittent-seizing dogs, issue Penalty Notices, attending dog attack matters, interviewing suspects for offences or breaches.

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.