

POSITION DETAILS

Position Title:	Ranger – Compliance	Position Grade	8
Unit/Group:	Regulatory Services Environment & Planning	Position Status / Hours per Week:	38

PRIMARY PURPOSE OF THE POSITION

The position is responsible for the professional, effective and efficient delivery of regulatory and environmental enforcement services to ensure that activities and practices comply with Local and State Government legislative requirements and approval conditions. Compliance Rangers have a diverse range of functions including enforcement and education with environmental offences such as; illegal dumping and littering, erosion and sediment control, water pollution and backyard burning. Roads and Parking Enforcement such as illegal parking, footpath and road obstructions, abandoned vehicles and articles, heavy and light vehicle enforcement. Companion Animal issues such as dog attacks, impounding companion animals, investigating roaming dogs, barking dogs and minor offences. Enforcement of heavy and light vehicles, support Council at festivals and public events. Respond to after-hours emergency calls.

SELECTION CRITERIA

Education/qualifications

- Completion of Higher School Certificate or equivalent
- Current NSW drivers' licence

Essential experience and skills

- Practical experience in Local Government as a Compliance Ranger or a related field.
- Demonstrated excellent verbal and written communication skills.
- Ability to interpret legislation
- Demonstrated professional and pleasant manner when dealing with public.
- Proven ability to work independently without supervision.
- Demonstrated skills in handling Companion Animals.
- Excellent computer skills.

Personal attributes

- Ability to remain calm in conflict situations
- Strong client service focus
- Strong teamwork approach

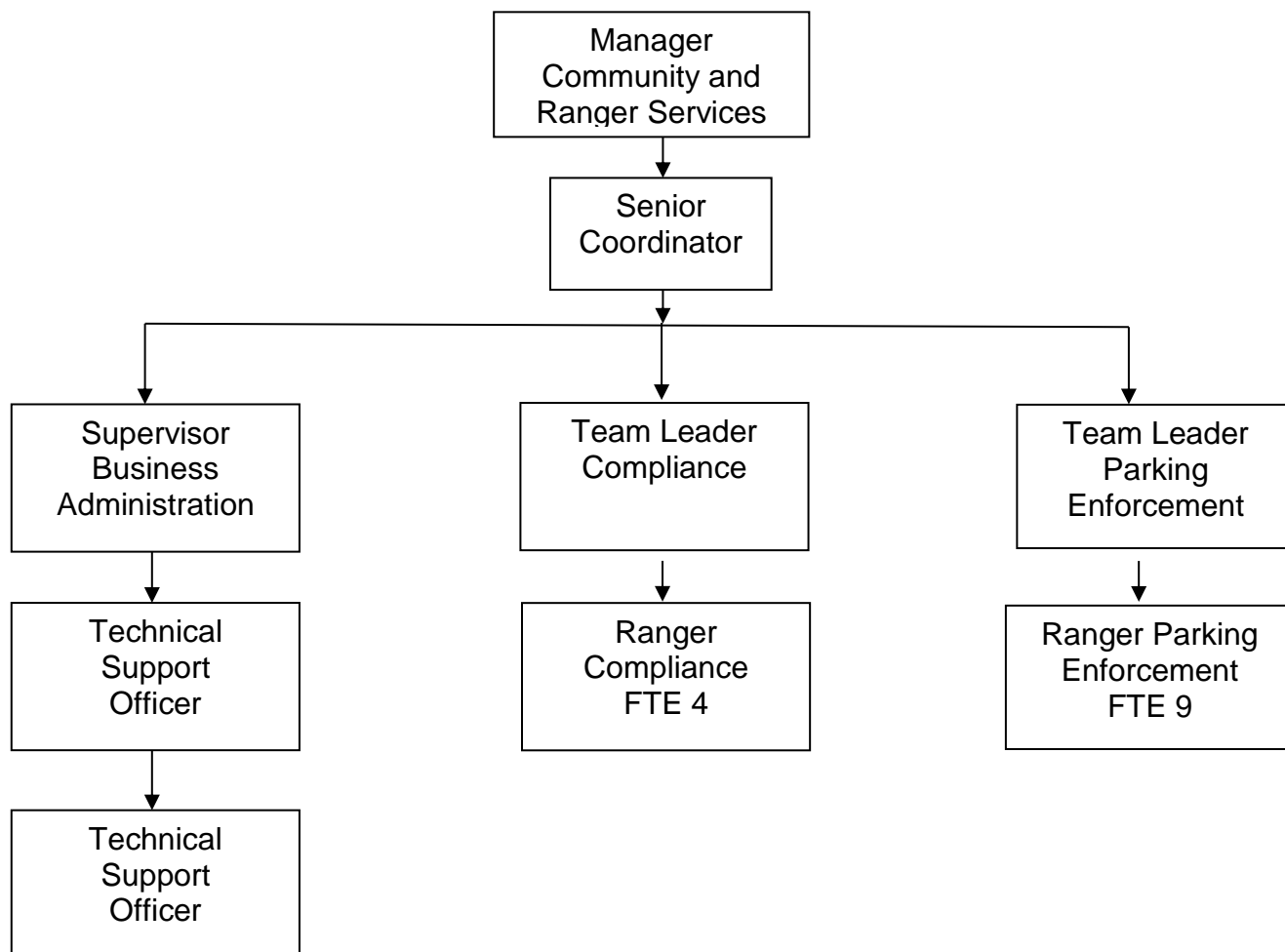
Desirable

- Practical experience with service within a culturally diverse community.
- Certificate IV in Local Government (Regulatory Services) or equivalent
- CLEO training NSW Police Academy or Online SEINS Training

POSITION CLASSIFICATION DESCRIPTORS

- Policy and procedures are readily available but the employee is required to choose appropriate processes. Unusual problems may be referred for clarity of policy or direction.
- Decisions affect the work and activities of others within the unit.
- The work of the employee influences the external environment by ensuring services is consistent with Council standards.
- The employee complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions.
- The employee has little or no responsibility for budget development.
- The employee looks for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.
- Employee has no contract management responsibility.
- Problems are solved by the examination of readily available information. Judgement is important as there is often no right or wrong solution.
- The employee is required to make judgements and interpretations based on analysis of information and straightforward situations and are responsible for improving and developing methods and techniques.
- Regular planning is required to ensure activities and resources are coordinated for day to day work.
- Understand the customer's priorities to enable anticipation of their needs and demonstrate initiative in adapting team plans and goals to meet them. Understand the overall organisation's vision and direction and the relationships between the various parts of Council

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to	
12.05	Roads and footpath enforcement
117	Parking and traffic regulatory service
12.06	Illegal Dumping
118	Illegal dumping and littering regulatory service
12.07	Animal Management
119	Domestic Animal Regulatory Service
9.10	Administrative Support
91	Administrative Support Services

CORPORATE ACCOUNTABILITIES	
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 OH&S 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
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 and risk assessments with your Supervisor when 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 and professional indemnity exposures in your workplace to your Supervisor.

Employee's Name	
Employee's Signature:	
Date:	