

POSITION DETAILS

Position Title:	Ranger – Compliance	Position Grade	8
Department / Directorate:	Community & Ranger Services / Customer & Community Services	Position Status / Hours per Week:	Full time / 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.

SELECTION CRITERIA

Education/qualifications

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

Essential experience and skills

- Certificate IV in Local Government (Regulatory Services) or Investigations
- Practical experience in Local Government as a Compliance Ranger.
- 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.

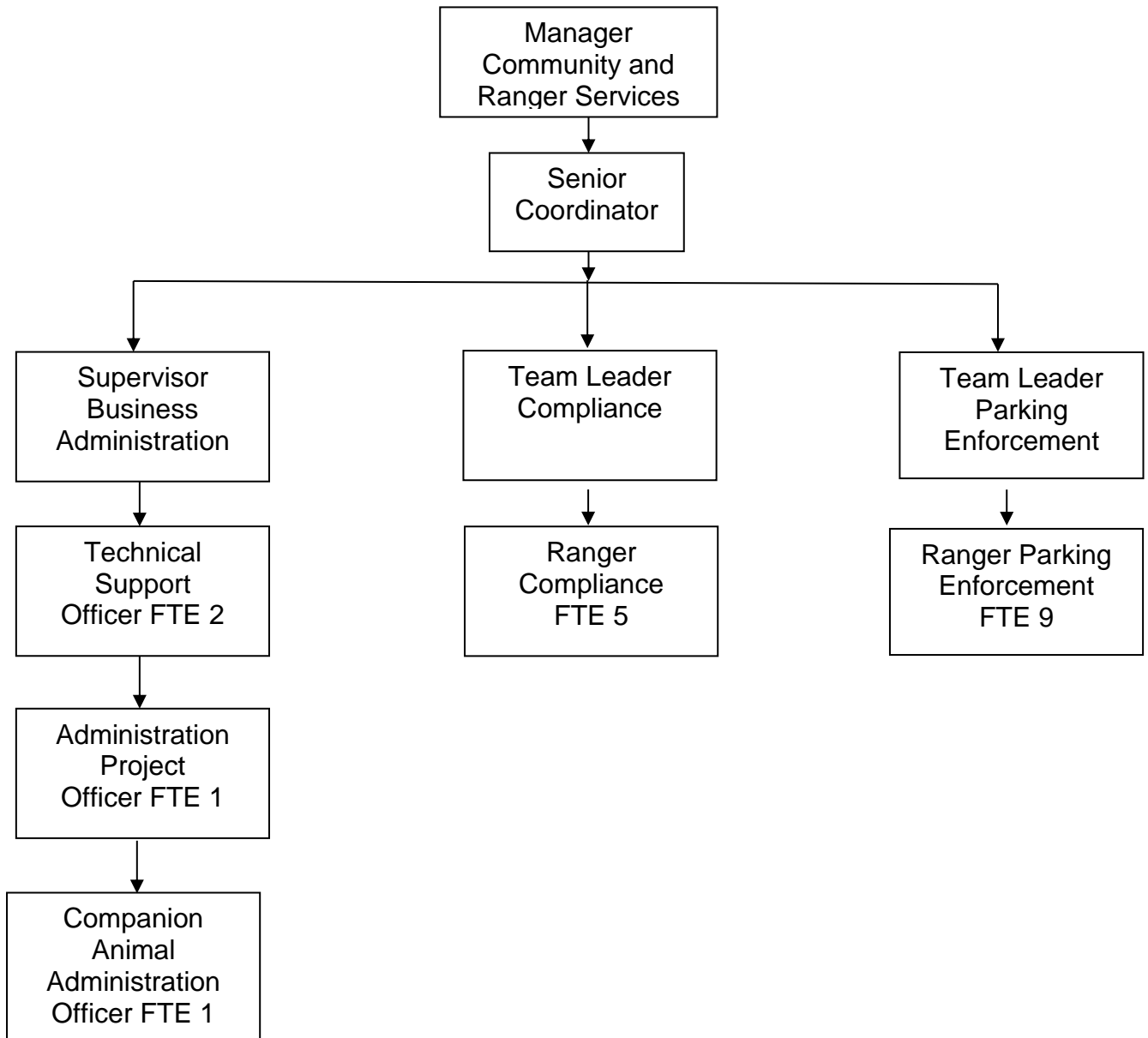
Personal attributes

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

Desirable

- Practical experience with service within a culturally diverse community.
- SEINS course accreditation
- NHVR Authorisation
- Bilingual language skills

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Community & Ranger Services Department:

- Roads and footpath enforcement
- Parking and traffic regulatory service
- Illegal dumping and littering regulatory service
- Animal Management
- Domestic Animal Regulatory Service
- Administrative Support

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:	