

Eurobodalla Shire Council Information Package

Position vacant: Senior Ranger

Ref no: ESC954

Closing date: Sunday 5 May 2024 at 11:00pm

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Eurobodalla Shire Council
PO Box 99 Moruya NSW 2537
Phone: 02 4474 7378
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If you would like more information after reading this package,
please contact Noel Fuller on 02 4474 1228.

Important information

Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at www.esc.nsw.gov.au/jobs-at-council.

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

Claims against the selection criteria

This is the most important part of the application:

1. Only applicants who address the selection criteria will be considered for the position.
2. 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 to demonstrate your knowledge and experience.
3. Selection for interview is based on the responses you make to these criteria.
4. 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)

5. 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.
6. Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
7. 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 please contact Council's Recruitment team on 02 4474 7378.

Position description

Senior Ranger

| | |
|----------------|---|
| Position code: | 234 |
| Division: | Environmental Services |
| Location: | Moruya Administration Office |
| Band/Grade: | Administrative / Technical / Trades Band 2 Level 2 to Level 3 – Grade 12 – 14 |

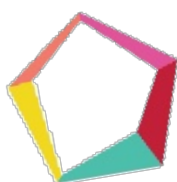
Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



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 honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To assist in the coordination of the control and regulation of public order and safety.

Providing high level customer service in accordance with the relevant legislation and Council policies.

Main duties and key result areas (KRA):

1. Under supervision coordinate the Ranger Team including managing the pound, team planning, staff selection, training, monitoring of staff performance and workflows.

KRA: Team works cooperatively and productively inclusive of weekend and on call rosters. Staff to receive training and performance regularly monitored achieving agreed targets. Pound operates effectively.

2. Respond to complaints, service requests, instructions and coordinate team activities in relation to: animal control; parking; litter control; illegal dumping; environmental incidents; derelict vehicles/articles; overgrown premises and illegal uses of Councils property/assets.

KRA: Ensure complaints and service requests are completed within adopted timeframes or as agreed with supervisor and that compliance and enforcement is applied consistently by team members.

3. Detect, investigate and manage matters of public health and safety and proactively undertake and oversee blitz campaigns. Maintain relevant databases and reporting requirements.

KRA: Conduct regular programs with regard to areas of operation. Databases maintained and meet Council and statutory reporting requirements.

4. Liaise with and advise stakeholders in providing information and clarifying Council's requirements on public health & safety including participation in the Regional Illegal Dumping Program. Provide community guidance and education.

KRA: Advice given correctly interprets the requirements of the relevant Acts, Regulations and Policies in a timely manner.

5. Issue Orders, Infringements and Notices in accordance with delegations granted by Council. Assist with the coordination of Ranger team responses to infringements, court proceedings and counsel instructions in consultation with supervisor. Represent Council court actions where required.

KRA: Orders & Notices etc are issued in accordance with relevant Acts, Regulations and Policy and within adopted or agreed timeframes. Legal proceedings coordinated in consultation with supervisor.

6. Draft reports to Council, stakeholders and other meetings/forums as required under supervisor's direction. Prepare monthly reports briefly detailing Rangers activities.

KRA: Clear, concise and accurate reports drafted in accordance with Council standards and adopted timeframes.

7. Conduct special assignments and assessments requiring knowledge and experience in compliance such as review of the Companion Animal Management Plan.

KRA: Special assignments, reviews and assessments are carried out as required and within agreed timeframes.

8. Within area of responsibility, ensure

- the application of EEO and Diversity principles, and
- the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.

Grading will be dependent on the level of experience, knowledge, and ability to undertake the range of duties.

Qualifications/experience (selection criteria)

Essential

1. Certificate IV in Local Government (Regulatory Services/Control) or equivalent.
2. Strong leadership skills and experience in supervision, support and development of small teams.
3. Extensive knowledge and expertise in conducting investigations and enforcing local government and relevant legislation.
4. Well-developed interpersonal communication, negotiation and conflict resolution skills including ability to communicate with a wide range of stakeholders.
5. Demonstrated ability to successfully manage challenging situations and unpredictable environments within the community, autonomously.
6. Computer literacy with ability to operate MS office (Word, Excel, Access, PowerPoint) and Geographical Information System.
7. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C driver's licence.
2. General Construction Induction Card (White Card).

Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

1. First Aid Certificate.
2. Traffic – Traffic Controller.
3. Traffic – Implement Traffic Control Plans.

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

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

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|-------------|---|
| Supervisor: | Environmental Health & Compliance Coordinator |
| Date: | April 2024 |

Conditions of employment

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|-------------------------|---|
| Position title: | Senior Ranger |
| Reference number: | ESC954 |
| Grading: | Grade 12 - 14 of Council's salary system |
| Salary range: | <p>In the range of \$81,545.55 to \$97,002.36 gross per annum consisting of:</p> <ul style="list-style-type: none">• \$73,464.46 to \$87,389.51 base salary• \$8,081.09 to \$9,612.85 superannuation (at 11%) |
| On Call | When required by Council, participation in an on call roster is part of this position. An allowance is paid when on call. |
| Vehicle: | A fully maintained Council vehicle for to/from home use is available with this position. |
| Award: | Local Government (State) Award 2023 |
| 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-employment 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-employment medical examinations are at Council's expense. |
| Hours of work: | <p>Full time, 76 hours per fortnight.</p> <p>Hours of work are as rostered over a 14 day period and include weekends. Appropriate weekend penalty rates will be paid when working weekends.</p> <p>Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p> |

Location: 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.

Leave entitlements: 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.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

Organisation chart

