**Position Description**

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| **Position Title** | **Trainee Ranger** |
| Position Code | ENV022 |
| Department | Planning and Growth |
| Division | Development and Planning |
| Reports To | Manager Development and Planning |
| Direct Reports: | Nil |
| Position Classification | Trainee Band 4 – Trainee Band 10 in accordance with Local Government (State) Award |
| Position Status | Full Time for a 2 year traineeship |
| Allowances | Adverse working conditions |

**SPECIAL CONDITIONS**

This is a two year traineeship position and as such, there is no guarantee of ongoing employment post the completion of this period.

Successful completion of course requirements will be required for ongoing employment during this traineeship.

**REPORTING STRUCTURE OF POSITION**

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| Manager Development and Planning | | | |
|  | | | |
| Senior Building Surveyor | Ranger | Trainee Ranger | Town Planners x 2 |

**PRIMARY PURPOSE OF THE POSITION**

The aim of this position is to assist Councils ranger to provide enforcement of various laws and regulations in the Forbes Shire in line with the relevant legislation.

The role is responsible for investigating complaints regarding breaches of laws and regulations.

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| *Areas of Delivery* | *Est. % of time spent* |
| *Animal Control including impounding, investigations and ensuring compliance with of microchipping of companion animals.* | *30* |
| *Parking patrols, investigations and infringement notices.* | *20* |
| *Complaint handling associated with environmental complaints including overgrown vegetation, pollution incidents and compliance with consents.* | *30* |
| *Administration associated with the role, duties and professional development* | *20* |

**POSITION RESPONSIBILITIES**

**Animal Control and Impounding**

Assist Councils Ranger with:

* Responding to complaints and initiating appropriate action in a timely manner;
* Impounding and transporting companion animals and stock to Council’s pound;
* Preparing correspondence in regards to Companion Animals;
* Investigating complaints regarding noise nuisances from companion animals;
* Caring for and arranging for the release or sale of impounded stock and companion animals;
* Ensuring that companion animals are registered, placing registration data on the state-wide register and undertaking monthly reconciliations in regards to companion animal registrations.
* Micro chipping of Companion Animals as required.
* Facilitate a re-homing program for Companion Animals
* Assisting in the design, development and operation of the new pound
* Issuing infringement notices in regards to breeches of companion Animal Act.

**Parking Compliance**

Assist Councils Ranger with

* Conducting parking patrols;
* Undertaking investigations and interviews;
* Issuing Infringement Notices in regards to unlawful parking of vehicles.

**General Ranger Duties**

Assist Councils Ranger with

* Conducting patrols, investigations and interview to effectively implement legislation and policies as directed by the Manager Development and Planning;
* Investigating complaints regarding overgrown vegetation, litter, abandoned vehicles, illegal dumping, pollution incidents, and enforcement of premises placing articles on the footway and other varying nuisances as directed by the Manager Development and Planning.
* Issuing of Infringement Notices and preparing documentation for court matters and attendance as Council’s witness.
* Preparing information and reports to the Manager Development and Planning on various matters.
* Undertaking education programmes on responsible ownership of companion animals, parking controls and littering.
* Provide customer service to the community including answering enquiries from the public and reporting issues for further action.
* Provide supervision to the Forbes Skate Park, enforcement of signage relating to the Skate Park and reporting of incidents to Police.
* Inspection and enforcement action in relation to water restrictions.
* Monitor and enforcement of illegal camping and short term rest areas.
* Liaise with the NSW Police Force and other State Government Agencies in relation to enforcement matters.
* Undertake other relevant duties as directed which are consistent with the employee’s skill, competence and training.
* General administration as requested to support the planning department.

**Organisation**

* Contribute to reviews and status of the Community Strategic Plan and Delivery Program.
* Deliver works aligned with and report on Operational Plan activities related to the Planning & Growth Department as requested by the Manager or Director.
* Ensuring compliance with the WHS Act 2011 and its regulations, including:
  + Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
  + Wear protective clothing or equipment in the manner intended (if required).
  + Take reasonable care for the health and safety of all persons who are at their place of work.
  + Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
* Report on any unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position’s authority. Where necessary correction is outside of the position’s authority, refer the matter to the relevant Director or Manager People and Strategy;
* Take part in carrying out prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property so that remedial action may be effected promptly;
* Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
* Assisting with the engagement and management of professional services including the writing of design briefs, assessment of submissions and the management of service delivery;
* Compliance with all Councils Policies and Procedures and Code of Conduct;
* Complete other duties as directed by the Manager Development and Planning;
* Undertaking other relevant duties as directed which are consistent with the employee’s skill, competence and training.

**KEY RELATIONSHIPS**

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| **Who** | **Why** |
| Internal |  |
| Director Planning and Growth and Manager Development and Planning | Direction on daily operation as required in relation to work carried out |
| Planning and Growth Team | Working collaboratively with peers |
| Human Resources / WHS Teams | HR - enquiries, investigations, payroll, training.  WHS – advice, incidents and investigations. |
| Ranger | Working collaboratively to be mentored in the Ranger role |
| External |  |
| Government Departments and Authorities | Working collaboratively with agencies to achieve results |
| Community members | Supporting Community members via addressing their concerns, enquiries or complaints in a timely manner |

**POSITION CAPABILITIES**

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| --- | --- | --- |
| **LGNSW Capability Framework** | | |
| Capability Group | Capability Name | Level Required |
|  | Manages Self | Intermediate |
| Displays Resilience and Adaptability | Adept |
| Act with Integrity | Intermediate |
| Demonstrate Accountability | Intermediate |
|  | Communicate and Engage | Adept |
| Community and Customer Focus | Intermediate |
| Works Collaboratively | Adept |
| Influence and Negotiate | Foundational |
|  | Plan and prioritise | Intermediate |
| Think and solve problems | Intermediate |
| Create and Innovate | Foundational |
| Deliver Results | Intermediate |
|  | Finance | Foundational |
| Assets and Tools | Foundational |
| Technology and Information | Intermediate |
| Procurement and Contracts | Intermediate |
|  | Manage and Develop People | N/A |
| Inspire Direction and Purpose | N/A |
| Optimise Workforce Contribution | N/A |
| Lead and Manage Change | N/A |

**PERSON SPECIFICATION**

**Essential**

* Proven ability to participate effectively as a team member.
* Organisational skills with the ability to prioritise multiple work tasks.
* Ability to provide customer service to internal and external stakeholders.
* Ability to demonstrate conflict resolution skills with the ability to show empathy and maintain confidentiality.
* Effective written and oral communication skills with experience relating to people at all levels.
* Developed computer skills with experience using Microsoft Office applications, the internet and databases. Must be capable of using technology to complete forms, risk assessments, incident reports – mobile phone; tablet and online systems essential.
* Demonstrated determination to upgrade skills and knowledge through training opportunities.
* Class C (Standard) Drivers Licence

**Authority and Accountability**

* Worker level responsibilities in regards to WHS Legislation

**EQUIPMENT REQUIRED FOR THE POSITION**

* Access to Ranger Vehicle when required
* Body camera
* Gun Licence

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| **ACKNOWLEDGEMENT** | |
| This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council. | |
| I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary. | |
| Employee’s Signature: | Date: |

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| **HR USE ONLY** |  |
| Does this position require a Working with Children Check? | Yes / No |
| Does this position require the incumbent to undergo a criminal reference check | Yes / No |
| Does this position have a Financial Delegation | Yes / No  Level: |
| Does this position require the incumbent to possess a specific license or qualification | Yes / No |