

Position description

Ranger – General Duties

Division:	Liveable Communities
Department:	Major Assessment and Regulatory Services
Reports to:	Coordinator Rangers
Number of direct reports:	Nil
Location:	Taree
Grade:	7
Employment status:	Permanent Full Time
Hours of work:	38
Date approved:	July 2020

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Major Assessment and Regulatory Services Department and is responsible for providing a regulatory enforcement and associated education service to the Council and the community.

Key Accountabilities & Duties

- Provide a focus on parking patrols and animal related compliance along with associated activities in an efficient and effective manner.
- Carry out inspections/investigations in a timely and efficient manner in the area of responsibilities including but not limited to; dog and cat control & impounding, unregistered dogs and cats and registration programs, Illegal signage, parking infringements, enforcement beach vehicle policy, abandoned vehicles & overgrown vacant properties.

- Operate Council animal pounds in accordance with industry standards and with a focus on returning and rehoming all animals.
- Investigate and follow up complaints to ensure compliance with statutory requirements.
- Ensure compliance with all relevant legislation and issue infringement notices.
- Maintain accurate records, take evidence and prepare reports.
- Undertake public education and awareness programs in relation to Ranger functions.
- Prepare and serve legal documents including notices and orders.
- Prepare evidence/statements and represent Council in a court of law.
- Backfill and support other positions within the Rangers team as directed.
- Participate in job rotation across all key responsibility areas of Ranger duties.
- Participate in Councils after hours On-Call and weekend roster systems.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria





1. Certificate IV in Local Government (Regulatory Services) and/or Rangers 1 & 2, or extensive experience in a similar role or a willingness to obtain qualifications in this field.
2. Sound working knowledge of relevant legislation including but not limited to; the Local Government Act, Companion Animals Act, Roads Act, Impounding Act, Protection of the Environment Operations Act and the Australian Road Rules.
3. Proven ability to work effectively, autonomously and accept responsibility within a team environment.
4. Strong interpersonal skills including well-developed written and verbal communication skills coupled with interview techniques, negotiation, conflict resolution and report writing.
5. Highly developed problem solving skills, including the ability to assess and analyse issues and provide appropriate solutions.
6. Demonstrated time management and organisational skills, to proactively plan tasks and responsibilities in order to meet scheduled deadlines.
7. Demonstrated experience in animal management.
8. Authorised identifier status or willingness to obtain.
9. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
10. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.

11. Current Class C Drivers Licence.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose. More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Capability Group	Capability Name	Level
	Manage Self	Intermediate
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Intermediate
	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

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 behaviours is expected at MidCoast 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 MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a pre-employment medical assessment required for this position?

Yes ☒ No ☐

Is a criminal record check required for this position?

Yes ☒ No ☐