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| POSITION TITLE: | Ranger |
| POSITION NUMBER: | 10389 10391 10392 10393 10638 |
| AWARD: | Queensland Local Government Industry (Stream A) Award – State 2017 |
| AWARD CLASSIFICATION: | 3 - 4 |
| REPORTS TO: | Coordinator Ranger Services |
| DEPARTMENT: | Communities |

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Ranger will be responsible for monitoring, and operating council's animal management responsibilities whilst ensuring compliance and enforcement on a wide range of legislation and Council's Local Laws policies. Implementation of Councils Pest Management & Stock Route Network Management Plan. Rangers also deliver on community education with a focus on responsible pet ownership.

KEY RESPONSIBILITIES IN THIS ROLE

- 1. Service delivery.** As part of the ranger services team, assist the Coordinator Ranger Services with the successful delivery of the full range of ranger services responsibilities in accordance with established legislation, policies and procedures (including complying with councils Customer Service Charter), while maintaining a strong customer focus.
- 2. Technical skills and expertise.** Understand, interpret, administer and comply with relevant legislation and Council policies applicable to the functions within a local government ranger services unit (animal control, local laws, plant & animal pest and stock route management).

3. **Teamwork.** Working collaboratively across the organisation, sharing knowledge and experiences. Identification of potential opportunities for innovation and improving the efficiency and effectiveness of Council's operations.
4. **Information delivery.** Produce high standard reports, correspondence and advice to internal and external clients relevant to disciplines within the unit.
5. **Maintain pound facilities.** Rangers are responsible for the day to day maintenance/cleaning of the pound and cattery ensuring that all animals are fed, cages cleaned, and facility is kept at a satisfactory standard in accordance with relevant codes of practice.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Possess sound skills in the operation of Microsoft Office applications.

Desirable:

- Previous experience in a similar capacity; or similar role, including pest animal control, pest plant control, behaviour and safe handling management of domestic animals and livestock, investigating breaches, issuing fines & court appearances.
- Knowledge or experience in council's rural services functions including maintenance and operation of plant and equipment, stock routes & watering facilities, stock fencing and agricultural chemicals.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Secondary education to year 12.
- Minimum of Queensland C class provisional drivers' licence.
- Must be willing to undertake training to become competent in relevant disciplines required within the Ranger Services role.
- Within 12 months of appointment, successfully undertake training for permits/approvals for, ACDC unrestricted licence, 1080 operators' licence, Firearms licence & First Aid.

Desirable:

- A Certificate IV in Government Investigations (Regulatory Compliance) or equivalent.
- Certificate in Animal Handling or equivalent experience in animal handling.

KEY SELECTION CRITERIA

- Sound written and oral communication skills.
- Demonstrated ability to deal with customers at all levels in a professional and courteous manner.
- Ability to exercise sound judgement in relation to enforcement procedures and local laws and other legislation.
- Basic knowledge of local government functions, various legislation including procedures for local laws and policies and powers of entry.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical and functional assessment including drug & alcohol testing.
- Criminal history check.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

| Competency | Definition | Level |
|---------------------------|---|-------|
| Delivering Results | Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters. | 1 |
| Communication | Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external. | 1 |
| Initiative and innovation | Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty. | 1 |
| Flexibility | Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's | 1 |

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| | views on board, accepting new and different ways of working and encouraging others to embrace change. | |
| Teamwork | Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team. | 1 |
| Commitment to Council | Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others. | 1 |
| Customer service | Aligning your behaviour with council's customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach. | 1 |
| Workplace Health & Safety | Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure. | 1 |

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Recruitment' – 'How to Apply'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date