Upper Lachlan Shire Council

Position	Ranger
Reports to	COORDINATOR PARKS, GARDENS AND BIOSECURITY
Group	ENVIRONMENT AND PLANNING
Band/Level	B3/L1
Grade	10
Date revised	2021

Primary Purpose
To provide efficient ranger services to Council and the community that enhance public health and safety and complies with regulatory and legislative requirements.

Council Values
Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities
- Implement and administer the provisions of relevant legislation and regulation to ensure Council complies with its responsibilities.
- Undertake patrols and inspections and regulate livestock and companion animals, including but not limited to breaches of legislation, dog attacks, barking dogs, seizure of animals and microchipping.
- Undertake patrols and regulate controlled lands and property to ensure they are free from abandoned vehicles, waste dumping, unauthorised structures and other obstructions.
- Operate and maintain Council's pound and surrounding grounds ensuring animals are managed humanely and in accordance with relevant legislation and regulations.
- Investigate allegations or incidents and resolve complaints promptly and fairly.
- Issue penalty infringement notices, Notices of Proposed Orders and Orders for non-compliance matters.
- Undertake research and prepare reports and plans in a timely manner.
- Implement rural and urban addressing as required.
- Assist with Council's public education and awareness programs and campaigns as required.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	External
Management team	Local Government Bodies and Professional Associations
Other staff	Business and Community members
	Government Agencies and Authorities

Essential Criteria

1. Certificate IV in Local Government (Regulatory Services) or a related discipline with contemporary experience in a similar role; or substantial contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Contemporary knowledge and demonstrated experience in working with and managing domestic animals and livestock, illegal waste, unauthorised structures and parking control.
3. Proven ability to work productively as a member of a team and contribute to team goals.
4. Demonstrated interpersonal and communication skills, including dispute resolution and negotiation, research and information analysis, and report writing to facilitate planning, decision-making and continuous improvement.
5. Solid knowledge of and experience using Microsoft Word, Excel and Outlook.
6. Current Class C Drivers Licence.

Desirable Criteria

1. Current WHS General Construction Induction card.
2. Ability to identify noxious and/or invasive weeds.
3. Demonstrated experience in a local government environment.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)	Signature	Date

SALARY PROGRESSION CRITERIA

Ranger

The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 SKILLS	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description. When the jobholder demonstrates the achievement of all skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Demonstrated excellent oral and written communication skills in accordance with Council's Service Delivery Policy.
2	Demonstrated regulatory and inspectorial services to ensure legislative compliance.
3	Demonstrated administrative recording and filing of duties related to legislation, Council policies and rural and urban addressing.
4	Demonstrated experience in animal handling.
5	Demonstrated maintenance of the pound and surrounding grounds.

STEP 2 SKILLS	
Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills. When the jobholder demonstrates the achievement of all skills in Step 2, they are eligible for an increase in their rate of pay.	
1	Demonstrated experience in Local Government law enforcement and understanding of relevant legislation.
2	Demonstrated experience in conducting patrols and issuing infringements notices.
3	Follow defined WHS policies and procedures adopt and utilise safe working practices.
4	Demonstrated knowledge and application of the Privacy Legislation.
5	Accuracy, courteousness and timeliness of advice/information provided to landowners/occupiers and public authorities.

STEP 3 SKILLS	
Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills. When the jobholder demonstrates the achievement of all skills in Step 3, they are eligible for an increase in their rate of pay.	
1	Demonstrated ability to process notices and orders.
2	Demonstrated proficiency in problem solving and decision-making.
3	Demonstrated ability in the provision of animal care and control.
4	Demonstrated administration of relevant legislation.
5	Demonstrated solutions to problems that are resolved with limited assistance and without negative impact on the organisation.

STEP 4 SKILLS	
Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills. When the jobholder demonstrates the achievement of all skills in Step 4, they are eligible for an increase in their rate of pay.	
1	Meets all the requirements of the position description.
2	Maintains effective work practices.
3	Contributes effectively to the team environment.
4	Participation in seminars.
5	Conduct euthanasia of animals at the pound.
6	Demonstrated extensive experience in Microsoft products, Authority and the Companion Animals website for the position.
7	Implementation of innovative and improved processes for the benefit of the Organisation

STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

Note: Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific skills developed by Council
- WHS standards