

POSITION DESCRIPTION

Position Title:	Ranger
Position Number/s:	CCB-152
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award	Queensland Local Government Industry (Stream B) Award – State 2017
Classification:	Level 6
Directorate:	Corporate and Community Building

POSITION OBJECTIVE

Council Rangers are responsible for influencing community compliance through responsive, efficient and effective investigating, monitoring and enforcing of animal management, local law and other state legislative requirements. Council Rangers also assist in identifying opportunities for continuous improvement, improved communication and greater service delivery as well as providing support to other areas of Council as requested to contribute to the efficient operation of the organisation.

As with all positions the incumbent must model and comply with the values and standards as set out in Council's Corporate Plan and undertake the role in accordance with corporate governance and current legislation.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Regulatory Services Coordinator
Directly supervises:	Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Exercise the powers and functions as an Authorised Person by attending to and investigating customer requests and complaints through various processes including patrols, surveillance and monitoring in accordance with local laws and state legislation.
2. Issuing regulatory notices including but not limited to First and Final Notices, Penalty Infringement Notices, Compliance Notices or Abandoned Vehicle Notices.
3. Handling animals including dogs, cats and livestock and where necessary, attending to their impounding, processing, care and sustenance needs. This may include actively assisting with euthanasia of animals as per established protocol.
4. Developing effective working relationships with a variety of stakeholders including but not limited to complainants, Customer Service Officers, senior management, staff, contractors and other Government agencies.
5. Assist with the continual review and improvement of Council's policies, guidelines and procedures to ensure their relevance and compliance with state legislation and policies as required.
6. Operating remotely in the field, working flexible hours on an on-call roster including hours outside of standard work patterns such as weekends, prioritising and managing workloads and completing tasks within agreed timeframes.

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7. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
8. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience in a regulatory, compliance, enforcement, local laws, animal management or vector control role.
- Sound understanding of Council local laws and other state legislation or ability to rapidly acquire.
- Ability to exercise judgement and initiative where procedures are not clearly defined and ability to identify inefficiencies and provide business improvement solutions.
- Well-developed interpersonal skills including a high level of verbal and written communication ability, and the ability to liaise and negotiate with a wide range of people.
- Ability to work effectively under general supervision either individually or as part of a team with good time management skills and the ability to determine work priorities.
- Demonstrated computer skills with a working knowledge of a wide range of applications (i.e. Word, Outlook, Excel, Project, PowerPoint and other related programs).
- Demonstrated commitment to safe working practices, with the ability to identify, resolve and report workplace health and safety issues appropriately.

| Education/Qualifications |

Desirable:

- Certificate IV in Government Investigations.
- Previous Local Government experience.

| Licences |

Essential:

- Possession and maintenance of a minimum C class drivers' licence.

Desirable:

- Firearms license Category A and B.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

This position requires working in an outdoor environment in inclement weather. The ability to carry out the physical requirements of the position may require standing for long periods, manual handling, physical labour. Undergo mandatory immunisation against Tetanus and Q Fever or provide medical documentary evidence of suitable immunisation. This is required as the work environment involves exposure to areas identified as "at risk" work areas.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____