

**GILGANDRA SHIRE COUNCIL**  
**POSITION DESCRIPTION**

**PART 1: POSITION DETAILS**

<b>Position Title:</b>	Relief Ranger
<b>Grade:</b>	8
<b>Occupant:</b>	Vacant
<b>Department:</b>	Planning & Environment
<b>Reports to:</b>	Director Planning & Environment
<b>Direct Subordinates:</b>	Nil
<b>Operating Budget</b>	Nil
<b>Revenue:</b>	Nil
<b>Hours of work:</b>	On Call Ranger after hours are 5.00pm every second Thursday to 8.00am the following morning and 5.00pm every second Friday to 8.00am the following Monday.
	It is also expected that this position will cover periods of leave for the full time Ranger.
<b>Created:</b>	5 October 2011
<b>Reviewed:</b>	13 July 2017

**PART 2: POSITION PURPOSE:**

- 1) To provide relief ranger services to ensure Council provides after hours cover for the Ranger. The position involves being on call after hours approximately every second Thursday and Friday and every second weekend and to cover the Rangers annual leave (approximately 4 weeks a year).
- 2) To provide operational support to Council's ranger.
- 3) Carry out directives from Director Planning and Environment as required.

**PART 3: POSITION ACCOUNTABILITIES (KEY RESULT AREAS – KRAs):**

Respond to requests to attend to straying dogs and cats presenting a public risk to the community.

To clean and maintain the pound when necessary.

To maintain impounded animals when necessary.

Animal Welfare - respond to incidents of dead and injured animals in public places and advise affected parties. Assist RSPCA and emergency services with animal welfare issues as requested, and where practical.

Respond to requests to attend to straying stock presenting a public risk.  
Respond to environmental emergencies where required

To assist in the impounding of vehicles and other articles.

Carry out such other duties as required and directed by the Director Planning & Environment

Maintain good public relations and promote a positive image of Council as an effective and efficient organisation at all times.

Act as an authorised officer for the purposes of the following legislation:

- Local Government Act 1993
- Impounding Act 1993 (including the destruction of animals under s41)
- Companion Animals Act 1998
- Protection of the Environment Operations Act 1997

At all times follow Council's Code of Conduct and Council's Equal Employment Opportunity policy to ensure no harassing or bullying conduct occurs.

This is a general position description only and the employee may be required to perform any other duties as directed by the General Manager or their nominee within the skills possessed.

#### **PART 4: WH&S REQUIREMENTS**

**Employees:** As individuals, employees will:

- Take all reasonable & practicable steps for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and
- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their elected health and safety representatives, or supervisor

**Supervisors:** Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with Gilgandra Shire Council Work Health & Safety rehabilitation procedures, legislation or god practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health & Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

#### **PART 5: SELECTION CRITERIA**

##### **Essential**

- Current Class C Drivers licence
- Sound oral and written communication skills
- Sound literacy and numeracy skills
- Confidently handle domestic animals such as cats and dogs
- Ability to manage handle livestock
- Demonstrated ability to complete tasks unsupervised
- Ensure availability to cover on call after hours and call outs as required
- WHS Construction/Induction (White) Card
- Senior First Aid Certificate

## **Desirable**

- Demonstrated experience in a regulatory and compliance role
- Ability to work in a team environment
- Ability to clean pound
- Ability to understand basic WH&S principles and safe working procedures near public roads
- Ability to maintain impounded animals
- Firearms Licence or ability to obtain

## **PART 6: MISCELLANEOUS (TERMS & CONDITIONS)**

- **Working hours:** On Call Ranger after hours are 5.00pm every second Thursday to 8.00am the following morning and 5.00pm every second Friday to 8.00am the following Monday. It is also expected that this position will cover periods of leave for the full time Ranger .
- **Delegations:** as per policy
- **Special conditions of employment:** Nil
- **Additional duties / Relief duties:** Nil

## **PART 7: ASSOCIATED DOCUMENTS**

### **SKILL DESCRIPTORS**

#### **Authority & Accountability**

- Policy and procedures are readily available but the jobholder is required to choose the appropriate processes.
- Unusual problems may be referred for clarity of policy or direction.
- Decisions made by the job holder affect the work and activities of others within the work group or team.
- The work of the jobholder influences the community within a specified service line through the application of technical skill or application of regulatory requirements.
- The jobholder is responsible for ensuring that operational safety standards or other requirements are met at an operational level.
- The job holder has little or no responsibility for budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

#### **Judgement and Problem Solving**

- Problems are solved by applying standards, established practises and procedures, or operating instructions.
- The jobholder is required to contribute to work improvement processes, making improvements to existing methods and techniques.
- Little planning is required since activities are self regulating or monitored by others.
- Broadly understand the section's goals and how the job role contributes to them.
- Be familiar with Council structure, products and customers. Understand the overall organisation's vision and direction.

## **Management Skills**

- Responsible for own work and not normally required to direct or supervise other personnel.

## **Interpersonal Skills**

- The job requires written communication skills which enable the job holder to complete standard forms.
- The jobholder is required to provide information to customers and assist with routine service problems and should recognise when a problem is 'too delicate' or 'volatile' to be handled by self and refer to others.
- Not usually required to provide service to internal customers, other than answering occasional queries and helping others when required and performing work in logical sequence.
- Expected to cooperate with co-workers in creating smooth workflow, including assisting with each other's work when necessary.
- This job requires communication skills which enable the job holder to perform the following activities:

- Provide information and explain situations
- Advise, recommend or counsel
- Resolve conflict
- Participate in meetings/group discussions

- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

Provide and obtain information:

- Department/Division Heads
- Section Managers/Team Leaders
- Other Council Employees (not including direct reports)

- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:

Provide and obtain information:

- Consultants, solicitors and other professionals
- Employees of other councils

Advise or recommend:

- Members of the public/residents/ratepayers

## **Qualifications and Experience**

- Basic working knowledge of procedures or practices in one function, Jobs requiring either general schooling, Year 12 standard, or specialist training in one specific subject or skill, eg. completing a TAFE Certificate Levels 1e2 Q year full time).
- It would be expected that the person would have two, but less than four year's experience.
- In addition to the qualifications and experience, the job holder must possess the following licences or certificates:
  - Driving Licence Class C (Car)

### **Specialist Knowledge and Skills**

- The operational knowledge needed by the jobholder includes knowledge of the structure and functions of the jobholder's department, including sections within the department.
- In addition, the job holder requires the following level of technical skills:

#### Expert knowledge areas:

- Dog control
- Live Stock Control

#### Solid working areas:

- Record keeping (eg timekeeping, expenditure logs etc)
- Fencing

#### Basic knowledge areas:

- Pollution control (air,water, noise)
- Occupational Health and Safety Program
- Preparing and giving evidence
- Traffic Control

## COMPETENCY STEPS

### ENTRY

COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
		Assessment Methods Observation: <b>OB</b> Demonstration: <b>DM</b> Work Sample: <b>WS</b> Training Records: <b>TR</b> Questioning Discussion: <b>QD</b>	<b>X</b>
Confidently handle domestic animals such as cats and dogs	Demonstrate ability		
Ability to clean pound	Demonstrated ability		
Ability to manage and handle straying stock.	Demonstrate ability		
Ability to understand basic WH&S principles and safe working procedures near public roads	Demonstrated ability		
Ensure availability to cover on call after hours call out as required	Demonstrated ability		
Ability to work in a team environment	Demonstrated ability		
Possess a Class C drivers License	Possession of Qualification		
Ability to fill out daily time-sheet accurately	Demonstrated ability		
Ability to maintain impounded animals	Demonstrated ability		
Ability to work unsupervised	Demonstrated ability		
Sound Literacy & Numeracy Skills	Demonstrated ability		
Senior First Aid Certificate	Qualification		
WHS Construction/Induction (White) card	Possession of Qualification		
Minimum 2 years relevant experience	Demonstrated ability		

### STEP 1

COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
Ability to liaise with Council management and staff and external customers	No reasonable complaints		
Maintain good public relations and promote a positive the image of Council	Demonstrated ability		
Undertake training in animal handling	Possess Qualifications		
Demonstrate a basic knowledge of the Companion Animals legislation	Demonstrated knowledge		
Demonstrated knowledge of Council's Code of Conduct	Demonstrated ability		
Ability to assess site safety conditions and to complete risk assessments	Demonstrated ability		
Ability to record basic incident details	Demonstrated ability	DM	

<b>STEP 2</b>			
<b>COMPETENCY</b>	<b>PERFORMANCE CRITERIA</b>	<b>COMPETENT</b>	<b>NOT YET COMPETENT</b>
Obtain a Certificate II in Ranger Services or equivalent regulatory functions.	Possess Qualifications		
Report writing skills	Demonstrate ability		
Completion of Penalty Notice training	Possess Qualifications		
Demonstrate a sound knowledge of the Companion Animals legislation	Demonstrated knowledge		
Demonstrate a basic knowledge of the Local Government and Impounding legislation	Demonstrated knowledge		
<b>STEP 3</b>			
<b>COMPETENCY</b>	<b>PERFORMANCE CRITERIA</b>	<b>COMPETENT</b>	<b>NOT YET COMPETENT</b>
Microchip Implantation course	Possess Qualifications		
Demonstrate a basic knowledge of the protection of the Environment Operations Legislation	Demonstrate ability		
Demonstrate a Sound knowledge of the Local Government and Impounding legislation relating to ranger functions	Demonstrate ability		
Possession of RMS Stop/Slow Traffic Controller	Possession of Qualification		
<b>STEP 4</b>			
<b>COMPETENCY</b>	<b>PERFORMANCE CRITERIA</b>	<b>COMPETENT</b>	<b>NOT YET COMPETENT</b>
Demonstrate a comprehensive knowledge of the Companion Animals and Impounding legislation	Demonstrated knowledge		
Demonstrate the ability to document incidents, obtain documentary evidence and complete reports.	Demonstrate ability		
Demonstrate a sound knowledge of the protection of the Environment Operations Legislation	Demonstrated knowledge		
Demonstrate a successful track record as an authorised officer of Council	Demonstrate ability		
Obtain a Certificate IV in Ranger Services or equivalent regulatory functions.	Possess Qualifications		
Confidently and accurately communicate with internal and external customer on matters relating to Ranger services.	Demonstrate ability		

## **KEY PRINCIPLES AND VALUES**

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

### **Integrity**

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

### **Leadership**

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

### **Selflessness**

We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

### **Objectivity**

We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

### **Accountability**

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

### **Openness**

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

### **Honesty**

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

### **Respect**

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.