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| 1. POSITION INFORMATION | | | | | |
| POSITION TITLE: | | Assistant Ranger | REPORTS TO: | | Director of Community Services |
| POSITION LEVEL: | | Level 3 | FINANCIAL DELEGATION | | NA |
| DEPARTMENT: | | Community Services | BUSINESS UNIT: | | Regulatory Services |
| REVIEWED BY: | | Human Resources | REVIEW DATE: | | October 2022 |
| APPROVAL DATE: | | June 2021 | APPROVED BY: | | CEO |
| 1. POSITION CONTEXT | | | | | |
| This position works under the Rangers advice and guidance and will develop skills and knowledge whilst undertaking tasks associated with animal management and by-law enforcement within the Katherine Municipality. | | | | | |
| 1. POSITION’S KEY RESPONSIBILITIES | | | | | |
| 1. Develop skills to implement and administer the provisions of all relevant legislation and ensure Council’s responsibilities in relation to these Acts and Local Law are met 2. Develop skills to undertake patrols, inspections and to regulate companion animals (including dog attacks, dangerous dogs, seizure of animals, barking dogs, leash-free areas, liaison with rangers and breaches of legislation) and to regulate illegal dumping/littering and illegal camping 3. Develop skills to patrol and regulate council-controlled lands and property to ensure they are free of abandoned vehicles, illegal advertising, waste dumping, roadside traders and other obstructions 4. Administer Signs Code Policy 5. Undertake parking duties on public lands- on-street, Council regulated car-parks and school zones 6. Develop skills to impound/seize uncontrolled animals and deliver to Council’s pound 7. Investigate and resolve standard assigned complaints 8. Liaise with other councils, Government bodies and community groups as needed 9. Assist the rangers in collecting information and represent Council in legal proceedings 10. Promote Ranger services (responsible pet ownership) in the community 11. Assist with transporting animals to veterinary services for any/all matters relating to animal welfare, animal destruction, microchip checking and all other instances. 12. Prepare and issue letters, warnings, penalty infringement notices, notices, orders, briefs etc 13. Undertake administrative duties as required to assist in the delivery of regulatory services, participate in policy development related to areas of expertise and assist in the development of programs and initiatives for community engagement opportunities 14. Other Responsibilities as shall be reasonably associated with or incidental to the above | | | | | |
| 1. ORGANISATIONAL RESPONSIBILITIES | | | | | |
| 1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace. 2. Assist in the implementation of the Katherine Town Council’s Local Counter Disaster Sub-Plan in the event of a disaster; 3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs; 4. Foster sustainable, honest relationships with the community and stakeholders 5. Perform and deliver results that align with organisations strategic direction and serve our community; 6. Work in accordance with Council’s Vision and Mission statement. 7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries | | | | | |
| 1. Level of Responsibility | | | | | |
| Authority & Accountability | Responsible for completion of regularly occurring tasks with general guidance on a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. | | | | |
| Judgment & Problem Solving | Personal judgment is required to follow predetermined procedures where a choice between more than 2 options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures. | | | | |
| Specialist Knowledge & Skills | Application of developed skills acquired through on-the-job training or accredited external training over a number of months. Positions may require demonstrated competence in administrative areas. | | | | |
| Teamwork Skills | Requires to cooperatively participate in teamwork and be an active team member | | | | |
| Interpersonal Skills | Employees at this level require communication skills to enable them to effectively communicate with clients, other employees, and members of the public and in the resolution of minor matters. | | | | |
| Qualifications & Experience | Qualifications or relevant experience in accordance with the requirements of work in this level, which may be acquired through a Certificate II or a non-trades Certificate III, however described. | | | | |
| 1. SELECTION CRITERIA | | | | | |
| Essential | * Demonstrated ability to meet the positions key responsibilities; * Current NT Drivers Licence (Manual); * Sound written and verbal communication skills; * Experience in Microsoft Office products and packages; * Sound computer and administration skills; * Ability to understand various legislations, statutory obligation and Council policies in order to make informed decisions; * Demonstrated ability to deliver good outcomes and problem solve; * Ability to handle confronting situations with both humans and animals * Ability to assist or participate in humane euthanasia * Ability to obtain a Firearm License – A & B | | | | |
| Desirable | * Experience in Local Government * Accreditation in Behavioural & Training of Dangerous Animals (Dogs) | | | | |
| 1. ACKNOWLEDGMENTS | | | | | |
| Employee: |  | | | Date: | |
| Manager/HR: |  | | | Date: | |