

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Ranger	REPORTS TO:	Director Community Services
POSITION LEVEL:	Level 5	FINANCIAL DELEGATION	\$2,000
DEPARTMENT:	Community Services	BUSINESS UNIT:	Regulatory Services
REVIEWED BY:	Human Resources	REVIEW DATE:	November 2022
APPROVAL DATE:	December 2022	APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>This position reports directly to the Director of Community Services and is responsible for monitoring, compliance and enforcement of local laws, Policies and associated legislation. This position must enforce Council's By-Laws, issuing Council infringements for matters pertaining to the By-Laws and undertaking the role and duties of an authorised officer according to the local law. Undertake initiatives and programs, with emphasis on community education.</p>			
3. POSITION'S KEY RESPONSIBILITIES			
<p>Local Law & Enforcement</p> <ol style="list-style-type: none"> 1. Provision of customer advice and information relating to local laws, education of the community in relation to Local Laws 2. Enforcement of local laws as required and dispute resolution relating to Local Laws as required 3. Make recommendations, draft reports and briefs of evidence in relation to Prosecutions for failure to observe the relevant provisions of the various Acts, Regulations and Local Laws. 4. Attend Court and represent Council where required in regard to any matter relative to Local Laws, Fire Prevention or other areas relative to delegated authority. 5. Undertake duties with minimal supervision and exercise discretion in line with authorised officer responsibilities and the delegation manual 6. Interpret and provide advice and guidance to matter relating to regulatory services' regulations, legislation, By-laws and/or the signs code 			
<p>Animal Control</p> <ol style="list-style-type: none"> 1. Control of wandering and nuisance domestic animals including regular patrols of problem areas. 2. Operation of the Pound according to Codes of Practice, regulations and legislation, ensuring the health and wellbeing of the impounded animals whilst under Council's care. 3. Process Domestic Animal Registrations, including house to house periodical inspections. 4. Investigate dog attacks and various nuisance animal complaints, provide solutions and issue infringements when necessary. 5. Perform duties in accordance with local law and all relevant legislation/regulations. 6. Control of and impoundment of wandering livestock. 7. Issue of compliance notices and issue of infringement notices for breaches of regulations/legislation. 8. Transport of impounded animals to veterinarians for treatment or euthanasia. 9. Undertake humane euthanasia when absolutely necessary using appropriate firearms in a safe and appropriate manner once receiving necessary approvals to do so 10. Manage adoption process for dogs/cats. 11. Educate public on responsible pet ownership. 			
<p>Parking and Litter Control</p> <ol style="list-style-type: none"> 1. Perform regular patrols of areas subject to parking regulation to ensure public compliance and public awareness of parking restrictions. 2. Issue infringements for parking offences. 3. Audit and report faulty parking signage. 4. Provide updates to the Director regarding parking issues across the Municipality. 5. Administer and enforce all provisions as required under legislation and regulations. 			

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Other	
<ol style="list-style-type: none"> 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 Other Responsibilities as shall be reasonably associated with or incidental to the above 	
4. ORGANISATIONAL RESPONSIBILITIES	
<ol style="list-style-type: none"> 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. Assist in the implementation of the Katherine Town Council's Local Counter Disaster Sub-Plan in the event of a disaster; Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs; Foster sustainable, honest relationships with the community and stakeholders Perform and deliver results that align with organisations strategic direction and serve our community; Work in accordance with Council's Vision and Mission statement. Provide excellent customer service through incoming telephone calls, email and front counter enquiries 	
5. Level of Responsibility	
Authority & Accountability	The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.
Judgment & Problem Solving	Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. For supervisors, the work processes often require the quantification of the amount of resources needed to meet those objectives. Assistance may be readily available from other staff in the work area in solving problems.
Specialist Knowledge & Skills	Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on-the-job training.
Teamwork Skills	May require skills in coordinating a team of employees, to motivate and monitor performance against work outcomes.
Interpersonal Skills	Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.
Qualifications & Experience	Positions require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include qualifications below diploma or degree, or extensive knowledge and skill gained through on-the-job training in accordance with the requirements of work at this level.
6. SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> Demonstrated ability to meet the positions key responsibilities; Current NT Drivers Licence; Sound written and verbal communication skills; The ability to apply persuasive communication skills, de-escalating and mediating issues with members of the public. Experience in Microsoft Office products and packages;

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	<ul style="list-style-type: none"> • Demonstrated ability to understand legislation, statutory obligations and Council policies in order to make informed decisions and explain legislation to members of the public; • Demonstrated experience and ability to deliver good outcomes; • Extensive knowledge and skills in a similar role; • Cert IV in Local Government Investigation (or ability to obtain) • Firearm License – A & B (or ability to obtain)
Desirable	<ul style="list-style-type: none"> • Experience in Local Government • Qualifications in Animal Management and/or other related tertiary qualification • Accreditation in Behavioural & Training of Dangerous Animals (Dogs)

7. ACKNOWLEDGMENTS

Employee:		Date:	
Manager/HR:		Date:	