

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Senior Ranger</b>
<b>Position Number:</b>	<b>10153</b>
<b>Directorate:</b>	<b>Development Services</b>
<b>Department:</b>	<b>Approvals &amp; Compliance</b>
<b>Reports to:</b>	<b>Ranger Services Coordinator</b>
<b>Supervises</b>	<b>Rangers</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Level 5</b>

### 1. POSITION OVERVIEW

The Senior Ranger is responsible for assisting with the coordination, supervision and leadership of the Ranger Services department. They are also responsible for ensuring the safety and amenity of residents through the effective administration and compliance with relevant legislation and Local Laws in accordance with Council policy.

#### 1.1. Position Objectives

- Provide Council members, staff, general public, community groups and organisations with specific advice and expertise on all matters related to Ranger services and compliance.
- Review appeals against infringements or decisions, report to Coordinator and administer relevant communication regarding outcomes.
- Provide daily communication and liaison between the Ranger Services Coordinator, Rangers and other Council staff as necessary that will assist in the timely response to compliance issues, complaints and customer enquiries.
- Coordinate the allocation of staff resources based on agreed City levels of services and under direction from the Ranger Services Coordinator.
- Participate in and contribute to the Ranger Services team to ensure unit objectives and performance standards are met in a consistent manner and in accordance with relevant policies and procedures.
- Provide, in conjunction with the Ranger Services Coordinator direction, guidance, mentoring and support to the team.
- Provide day to day operational assistance to Ranger Services staff.
- Review procedures and practices and recommend improvements to the Ranger Services Coordinator and implement as required.
- Assist with compiling documentation and evidence to support City's position on legal matters.

### 2. DUTIES & RESPONSIBILITIES

#### 2.1 Supervision

- Provide leadership to and assist and/or make recommendations for the development of Ranger Services staff according to both personal and organisational requirements.
- Provide effective supervision and leadership, ensuring that all Ranger activities are conducted in accordance with relevant legislation, best practises and public safety and customer service requirements, including the handling of complaints and enquiries.
- Attend to public enquires and give advice, accordingly, including concerns about the way a ranger matter has been handled.
- Monitor and review jobs received, outstanding and completed to ensure acceptable practices.

- Raise any concerns with conduct or performance of any Ranger Services staff with Ranger Services Coordinator.

## **2.2 Operational**

- Ensure the safety of residents through administration and compliance of relevant Acts and Council's Local Laws (*Local Government Act 1995, Dog Act 1976, Cat Act 2011, Animal Welfare Act 2002, Litter Act 1979, Control of Vehicles (Off-Road Areas) Act 1978, Bushfires Act 1954, Caravan Parks and Camping Grounds Act 1995*).
- Carry out duties in relation to animal control which is not limited to dogs and cats and includes handling, seizure, impoundment, release, assessment for suitability for rehoming or humane euthanising.
- Administer and oversee fire mitigation and property inspections within the district to ensure compliance with the City's fire mitigation notice and where appropriate, issue directions and/or infringement notices on offending landowners.
- Administer and oversee annual Cyclone inspections to minimise the risk to the community and property.
- Investigate complaints in relation to state legislation and/or local laws, gathering of evidence, interviewing of witnesses, take statements and prepare documentation for legal purposes.
- Monitor unauthorised off-road vehicle use and enforce compliance.
- Respond to abandoned vehicles in accordance with relevant legislation.
- Monitor illegal camping and enforce compliance and assist in the management of the City's nature-based camp sites.
- Shared responsibility for pound duties including animal assessments, feeding and watering, exercising and cleaning.
- Attending to animal welfare matters and adhering to animal welfare practices.
- Shared responsibility for weekend work and on-call (after-hours) duties.
- Provide information to support a decision whether to initiate legal proceedings and attend court to provide evidence or as otherwise required.
- Provide input into and undertake educational programs for schools and community groups on aspects of Ranger Services that impact on the amenity of our communities.
- Assist in the preparation of reports as directed by the Coordinator as and when required.
- Prepare general correspondence to customers in all matters relating to ranger services.

## **2.3 General**

- Undertake the role of Ranger Services Coordinator during times of leave or absence of that Officer.
- Maintain and operate marked Ranger vehicle and associated equipment responsibly.
- Any other duties as requested by management.

## **2.4 Health & Safety**

Responsibility for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the *WHS Risk Management Procedure*.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.

- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the *WHS Management: Roles and Responsibilities*.

### **3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Authority and Accountability**

- Thorough knowledge and understanding of local laws and State legislation to ensure a high level of compliance within the community.
- Ability to guide others in the consideration of complex compliance matters.
- Experience in providing expert advice to your employer, your colleagues and your community.

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

- Proven, negotiation, initiative and problem solving skills.
- Ability to research and interpret the legislative requirements of the position.

#### **3.3 Specialist Knowledge and Skills**

- Experience and knowledge of Local Government Ranger Services functions and procedures, with knowledge of statutory requirements of relevant Acts and Council local laws pertaining to this position.
- Working knowledge of animal handling skills.
- Demonstrated communication skills with customers, supervisor and members of the Ranger team.
- Demonstrated keyboard and computer literacy skills with Microsoft Office and records management experience.
- Ability to compile documentation and evidence to support the City's position on legal matters, and to provide information to support a decision whether to initiate legal proceedings.

#### **3.4 Management Skills**

- Ability to oversee and assist the Ranger team working on targeted programs and specific ranger tasks.

#### **3.5 Interpersonal Skills**

- Well-developed communication skills at all levels (written and verbal), report writing, time management, organisational, interpersonal, customer service, negotiation and conflict management skills.
- Demonstrated ability to effectively deal with conflict situations.
- Ability to contribute positively to a team-based approach.
- Respond effectively to public and customer concerns.

#### **3.6 Qualifications and Experience**

- Certificate 4 in Local Government Regulatory Services or similar
- ROCS 1 & ROCS 2 (Formerly Municipal Law A & B)
- Previous experience or qualifications in handling 4WD vehicles
- Current C class driver's licence
- National (or Federal) Police Certificate no more than 6 months old
- Developed knowledge of handling firearms
- Fire Control Officer certificate (desirable)