



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Senior Ranger
Department:	Health and Regulatory Services
Reporting to:	Director Health and Regulatory Services
Salary:	Negotiable depending on experience and qualifications
Award:	<i>Local Government Industry Award 2020</i>

SECTION 2 - POSITION FUNCTION

Purpose

To initiate and implement enforcement of the Dog Act, Cat Act, Bush Fires Act, Off Road Vehicles Act, Local Government Act in respect of stock control and other miscellaneous legislation in accordance with Council policy and to ensure the protection of amenities for residents of the Shire

The position requires a highly motivated individual with a strong passion and commitment to delivering excellent customer service, even when dealing with challenging people. You have demonstrated experience in negotiation skills, well developed written and verbal communication skills, and experience in report writing and interviewing. Able to work efficiently, both in a team and autonomously, you possess strong time management and organisational skills.

SECTION 3 - KEY DUTIES & RESPONSIBILITIES

- Attending to general ranger duties including enquiries and complaints received concerning the various responsibilities undertaken by the section.
- Prepare and conduct dog control programs relating to dog owners' responsibilities.
- Carry out regular dog patrols, respond to complaints, seize, impound and destroy dogs when necessary.
- Manage the operating of the dog pound (including cleaning)
- Promote and canvass the registration of dogs.
- Enforce the provisions of the Dog Act, Cat Act, Bush fires Act and Shire of Halls Creek local laws
- Prepare and conduct public education programs aimed at achieving litter free environment.
- Promote community groups active involvement in litter control including the conduct of Community Litter Drives
- Liaise closely with other Government and private organisations to gain maximum assistance with litter control programs.
- Adopt a hands-on approach to litter removal and sign posting.
- Respond to litter complaints/reports and take necessary action.
- Carry out regular patrols of camping and parking areas to ensure the Council's requirements, by-laws and policies are met.

- To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to the Director Health and Regulatory Services.
- To ensure that all documents for which Ranger Services has responsibility are registered and managed in accordance with the Document Management Plan approved by the Chief Executive Officer.

SECTION 4 - SELECTION CRITERIA

Essential:	<ul style="list-style-type: none">• Working knowledge of the Dog, Litter, Local Government, Bush Fires, Justices, Off-Road Vehicles and Caravan and Camping Acts• Time management skills• Good verbal and written communication skills• Developed public relations and interpersonal skills• Negotiation skills• Hold a current “ C” class motor drivers licence• Developed animal handling techniques
Desirable:	<ul style="list-style-type: none">• Working knowledge of Council’s local laws• Sound knowledge of the Shire district• Working knowledge of court procedures• Hold a certificate in Ranger techniques A & B issued by TAFE• Demonstrated previous experience as a Ranger within a Local Authority

Shire Policy Requirements	<p>Police Clearance It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p>Medical It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.</p> <p>Driver's License Minimum C class driver's license. A copy to be provided upon interview or at commencement.</p>
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SECTION 5 - APPOINTMENT FACTORS

Location	Shire of Halls Creek, HALLS CREEK, WA 6770.
Organisational Relationships	<p>Responsible to: Director Health and Regulatory Services</p> <p>Internal and External Liaison:</p> <p>Internal All Council Staff</p> <p>External General Public Councillors Community and sporting groups within the Shire of Halls Creek Federal and State government agencies Visitors to the area and general public Other tourism providers, both in and beyond Halls Creek Events and festivals organisers and / or committees Business operators</p>
Extent of Authority	This position operates under the direction of the Director Health and Regulatory Services within established guidelines, procedures and policies of the Shire and the Local Government Act
Delegation Authority	N/A
Employment Terms	A Probationary period of 3 months will apply to this position in accordance with Shire policy.

SECTION 6 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

CEO _____
Date

Musa Mono
Acting Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

Employee _____
Date Appointed