



Rnager - Carnarvon

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| Position Number: | 40b | Department: | Regulatory Services |
| Level: | 4 | Award: | May be covered under Municipal Employees' Award |
| Remuneration: | \$ 90,194.17 | inclusive of salary, superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications. | |
| Reports to: | Coordinator Community Safety | Direct Reports: | Nil |
| Last Reviewed: | Acting People, Culture & Services Coordinator | Date: | 21/03/2023 |
| Approved: | Managr Regulatory Services | Date: | 21/03/2023 |

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

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| C | A | R | E | C | H | I | P |
| Courage | Authenticity | Respect | Excellence | Cohesion | Humility | Inclusion | Passion |

POSITION OVERVIEW

As a Ranger for the Shire of Carnarvon, you will be highly motivated, have a friendly disposition, good communication skills, and have a demonstrated capacity to work in a team environment. You will be required to police and implement Local Government By-laws and Acts of Parliament relevant to the role in accordance with Council Policy under the direction of the Senior Ranger.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ To undertake the collection, impounding, and release to lawful owners (on receipt of payment of fines), rehoming and destruction of dogs as required, in accordance with statutory compliance.
- ★ To work in collaboration with other Agencies as directed, or as required (i.e., WA Police, RSPCA, DPAW, Fisheries).
- ★ Be willing to participate in a roster system including weekends.
- ★ To assist with emergency response/recovery arising from natural events and other disasters.
- ★ To represent the Shire in legal matters pertinent to the roles and responsibilities of this position.
- ★ To conduct patrols and surveillance across the district, as directed.
- ★ To ensure all law enforcement databases are maintained to an accurate standard.
- ★ Travel to Coral Bay and other parts of the Shire of Carnarvon, as required.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Firearms License as determined with ability to acquire.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Highly effective communication skills (written and verbal) including ability to prepare initial reports, letters, emails and assist with applications.
- ★ Certificate IV in Local Government (Regulatory Services), Gazetted as a Ranger, as per the requirements in the Local Government Act 1995 or ability to acquire.
- ★ Effective communication and interpersonal skills to be able to deal with internal and external customer enquiries
- ★ Physically able to undertake catchment inspection and monitoring activities.
- ★ Ability to work effectively and productively within a team or independently.
- ★ Able to demonstrate effectiveness in policing by-law enforcement.
- ★ Able to work alone in remote areas; large amount of driving/travel.

DESIRABLE CRITERIA

- ★ Demonstrated ability to accurately record, file and collate data effectively.

- ★ A sound level of understanding of the broad functions of Local Government, statutory requirements and local laws.
- ★ Demonstrated ability to multitask, self-organise and work independently to plan and prioritise workloads within an environment of competing priorities and strict deadlines.

| POSITION COMPETENCIES | |
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| Experience | |
| Focus of Role | Trades |
| Experience Level | Knowledge gained through a combination of education, training or experience |
| Tasks | |
| Context Method | Range of tasks guided by policy, objectives or professional standards. |
| Skill Level | Knowledge is applied to recurring circumstances, may include the application of specialist skills. |
| Judgement and problem Solving | |
| Problem Solving | Solve diverse problems which require assessment of a range of options having elements of complexity |
| Judgement | Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes. |
| Supervision and Independence | |
| Level of Supervision | Supervision is team based, with clear direction on tasks to be performed but latitude within individuals within the team on the completion of parts of an overall task. |
| Organisational Relationships and Impact | |
| Work Area Relationships | Sound knowledge of the impact on other work areas, seek approval from senior staff on changes to procedure, schedule or routines. |
| Public/Other Staff Relationships | Use technical or specialist skills to brief and liaise with stakeholders to define requirements, including writing detailed and non-standard reports and external correspondence. |
| Impact | Decisions made directly impact own work area and related work areas |
| Interpersonal Skills | Effective communication with members of the public, clients and other staff and the resolution of routine and usual matters. |
| Job Competencies | |
| Time Management | Intermediate: Able to manage own workload and prioritise within usual work patterns. |
| Conflict Resolution | Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation. |
| Planning & Organisation Skills | Intermediate: Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks. |
| Safety Procedures | Intermediate: Assists in the development of JSAs, SWMS, and other safety procedures for own work area. May coach newer or more junior staff in safety procedures. |
| Administration Skills | Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems. |
| Equipment Operation | Fundamental: Fundamental: Uses hand held, powered and non-powered equipment. May use some ride-on (non specialised) machinery. |

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| Supervision Skills | N/A |
| Project Management | Intermediate: Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating and budgeting requirements of project. |
| Policy and Procedure Development | Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department. |
| Policy or Legislative Interpretation | Proficient: Provide advice on policy matters and comprehensive instruction in a specialised area of theoretical, policy or technical complexity. |
| Report Writing | Fundamental: Produce documents involving complex layouts, contribute to reports, submissions and correspondence. |
| Budgeting Skills | N/A |
| Customer Service Skills | Highly Proficient: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis. |
| Decision Making Skills | Advanced: Decisions will involve technical areas of complexity requiring consideration of multiple options. |
| Management Skills | N/A |

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

The successful applicant will join the Regulatory Services Team with a starting salary from \$ 72,908.16 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

- \$ 1,126.69 p/a District Allowance*
- \$ 4,307.94 p/a Housing Allowance*
- \$ 1,226.82 p/a Annual Leave Loading 17.5%
- \$ 8,617.71 p/a Superannuation (Statutory)
- \$ 1,566.86 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
- \$ 3,500.00 Retention bonus upon completion of 3 years of service*
- \$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

- 5 Weeks Annual Leave
- 2 Local Government Public Holidays
- 10 Days of Paid Personal Leave
- 10 Days of Paid Pandemic Leave
- 38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

- Salary Sacrificing for a range of benefits
- Annual Leave Travel Assistance Payment
- Local Club Membership Subsidies
- Gym Membership Subsidy
- Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.