

POSITION DESCRIPTION

Assistant Ranger – Animal Control (POS 1548) (POS2312)

Directorate:	Planning & Compliance	Department:	Community Standards		
Position Grade:	10	Reports to:	Coordinator Regulatory Services		
Last review:	March 2019	Next review:	March 2021	Version No.:	2.0

Position purpose:

To ensure that the environment is protected and enhanced by the enforcement of relevant legislation and Council policies. To collect/capture and transport companion animals, including livestock in accordance with impounding procedures and animal welfare requirements

Key accountabilities/responsibilities:

Responsible for:

- 1) Collect/capture and transport companion animals, including livestock in accordance with impounding procedures and animal welfare requirements
- 2) Investigate and take appropriate action in relation to stray/nuisance animals, dog attacks and associated issues within the community.
- 3) Providing accurate information to the public regarding animal management matters.
- 4) Issuing penalty notices, orders and correspondence resulting from offences or investigations.
- 5) Providing assistance with the preparation of legal documentation including Affidavits for Notices, Orders and Court Statements and maintain utmost confidentiality.
- 6) Undertaking administrative duties associated with new and amended enforcement policies and procedures.

Decisions made in the position:

- 1) Position granted delegation of authority by Chief Executive Officer, and decisions made must be in accordance with the position's delegation only.

Decisions referred:

- 1) Decisions referred must be in accordance with the position's delegation.

Key issues/challenges:

- 1) Awareness and understanding of changes to legislation and policy.
- 2) Ensuring a high level of customer service principals in the delivering of all aspects of enforcement related matters.
- 3) Achievement of daily duties and responsibilities.
- 4) Commitment to continuous improvement.
- 5) Ability to meet tight deadlines.
- 6) Updating team procedures and creating new procedures, when required.

Key working relationships:

- Manager Community Standards, Coordinator
- Community
- Regulatory Services
- Other external agencies
- Rangers and Parking Officers

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Certificate IV in Local Government – either completed or currently studying or relevant experience
- Commitment to undertake further studies
- Current Class C NSW Driver's licence

Experience

- Appropriate experience in animal handling/control techniques and animal behaviour concepts
- Good negotiation and persuasive skills
- Problem solving and decision making in the office and in the field
- Knowledge of the Companion Animals Act and other Acts / legislation

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge of Companion Animals Act 1998 and Impounding Act 1993
- Report writing skills
- Ability to negotiate and resolve problems related to enforcement issues
- Time management skills
- Experience using computer programs

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Continuing professional development and training, as appropriate
- Ability to interpret Acts and Policies and to make the appropriate decision bearing in mind the circumstances

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous