

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Assistant Ranger	REPORTS TO:	Manager Environment and Municipal
POSITION LEVEL:	Level 3	FINANCIAL DELEGATION	NA
DEPARTMENT:	Environmental Services	BUSINESS UNIT:	Regulatory Services
REVIEWED BY:	People and Culture	REVIEW DATE:	August 2026
APPROVAL DATE:	August 2025	APPROVED BY:	CEO
2. POSITION CONTEXT			
This position works under the Rangers advice and guidance and will develop skills and knowledge whilst undertaking tasks associated with animal management and by-law enforcement within the Katherine Municipality.			
3. POSITION'S KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> Legislation & Compliance Learn to interpret and apply relevant Acts, Local Laws, Codes, and Council policies to ensure statutory responsibilities are met. Patrols & Regulation Conduct patrols and inspections across Council-controlled lands to regulate companion animals (e.g. dog attacks, barking, dangerous dogs, leash-free areas), illegal dumping, littering, unauthorised camping, abandoned vehicles, roadside trading, and illegal signage. Animal Management & Welfare Develop skills to impound uncontrolled animals, transport them to the Council pound or veterinary services, and assist with welfare-related procedures such as microchip checks and euthanasia. Parking & Signage Enforcement Undertake parking duties in public areas including on-street zones, Council-regulated car parks, and school zones. Administer and enforce the Signs Code Policy. Complaint Handling & Legal Support Investigate and resolve assigned complaints, assist Rangers in evidence collection, and represent Council in legal proceedings when required. Community Engagement & Education Promote responsible pet ownership and Ranger services through outreach and engagement with residents, community groups, and other stakeholders. Documentation & Administration Prepare and issue letters, warnings, infringement notices, orders, and legal briefs. Support administrative functions, contribute to policy development, and assist in creating programs that enhance community engagement. Other Duties Perform additional tasks reasonably associated with or incidental to the above responsibilities. 			
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 			

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



5. Perform and deliver results that align with organisations strategic direction and serve our community;
6. Work in accordance with Council’s Vision and Mission statement.
7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries

5. Level of Responsibility

Authority & Accountability	Responsible for completion of regularly occurring tasks with general guidance on a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.
Judgment & Problem Solving	Personal judgment is required to follow predetermined procedures where a choice between more than 2 options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.
Specialist Knowledge & Skills	Application of developed skills acquired through on-the-job training or accredited external training over a number of months. Positions may require demonstrated competence in administrative areas.
Teamwork Skills	Requires to cooperatively participate in teamwork and be an active team member
Interpersonal Skills	Employees at this level require communication skills to enable them to effectively communicate with clients, other employees, and members of the public and in the resolution of minor matters.
Qualifications & Experience	Qualifications or relevant experience in accordance with the requirements of work in this level, which may be acquired through a Certificate II or a non-trades Certificate III, however described.

6. SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> • Demonstrated ability to meet the positions key responsibilities; • Current NT Drivers Licence (Manual); • Current Police and Working with Children Clearance • Sound written and verbal communication skills; • Experience in Microsoft Office products and packages; • Sound computer and administration skills; • Ability to understand various legislations, statutory obligation and Council policies in order to make informed decisions; • Demonstrated ability to deliver good outcomes and problem solve; • Ability to handle confronting situations with both humans and animals • Ability to assist or participate in humane euthanasia • Ability to obtain a Firearm License – A & B
Desirable	<ul style="list-style-type: none"> • Experience in Local Government • Accreditation in Behavioural & Training of Dangerous Animals (Dogs)

7. ACKNOWLEDGMENTS

Employee:		Date:
Manager/HR:		Date: