



Assistant Ranger

Department: Infrastructure and Environment

Business unit: Operations

Reports to: Manager Infrastructure and Municipal

Position level: Level 3

Position context

This position works under the Ranger's advice and guidance and will develop skills and knowledge whilst undertaking tasks associated with animal management and by-law enforcement within the Katherine Municipality.

Our Vision

Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.

Our Mission

Together, we will work effectively today to shape our exceptional future tomorrows.

Our Values

- Accepting of diversity
- Sense of community
- Respect for people, environment and culture

About the role

<p>Position's key responsibilities</p>	<ol style="list-style-type: none"> 1. Legislation & Compliance Learn to interpret and apply relevant Acts, Local Laws, Codes, and Council policies to ensure statutory responsibilities are met. 2. 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. 3. 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. 4. 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. 5. Complaint Handling & Legal Support Investigate and resolve assigned complaints, assist Rangers in evidence collection, and represent Council in legal proceedings when required. 6. Community Engagement & Education Promote responsible pet ownership and Ranger services through outreach and engagement with residents, community groups, and other stakeholders. 7. 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. 8. Other Duties Perform additional tasks reasonably associated with or incidental to the above responsibilities.
<p>Organisational responsibilities</p>	<ol style="list-style-type: none"> 1. 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. 2. Assist in the implementation of the Katherine Town Council's Local Counter Disaster Sub-Plan in the event of a disaster. 3. Ensure the position holder is dedicated to servicing our community and actively listens and responds to the community needs. 4. Foster sustainable, honest relationships with the community and stakeholders. 5. Perform and deliver results that align with organisation's strategic direction and serve our community.

	<p>6. Work in accordance with Council’s Vision and Mission statement.</p> <p>7. Provide excellent customer service through incoming telephone calls, emails and front-counter enquiries.</p>
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 the ability to participate cooperatively in a team environment and contribute as 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.
Qualification & 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.

Selection criteria	
Essential	<ul style="list-style-type: none"> • Demonstrated ability to meet the positions key responsibilities. • Current NT Driver’s Licence. • Current Police and Working with Children Clearance. • Sound written and verbal communication skills. • The ability to apply persuasive communication skills, de-escalating and mediating issues with members of the public. • Experience in Microsoft Office products and packages. • Ability to understand legislation, statutory obligations and Council policies to make informed decisions. • Demonstrated experience and ability to deliver good outcomes. • Ability to handle confronting situations with both humans and animals. • Ability to assist or participate in humane euthanasia. • Firearms Licence – A & B (or the ability to obtain).
Desirable	<ul style="list-style-type: none"> • Experience in Local Government. • Accreditation in Behavioural & Training of Dangerous Animals (Dogs).

ACKNOWLEDGMENTS		
Employee:		Date:
Manager/HR:		Date:

Financial delegation	\$tba
Reviewed by:	Manager, People and Culture
Review date:	April 2026
Approval date:	
Approved by:	CEO