

# KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Senior Ranger	REPORTS TO:	Director Community Services
POSITION LEVEL:	Level 6/7	FINANCIAL DELEGATION	\$5,000
DEPARTMENT:	Community Services	BUSINESS UNIT:	Regulatory Services
REVIEWED BY:	Human Resources	REVIEW DATE:	December 2022
APPROVAL DATE:	30 September 2021	APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>This position reports directly to the Director of Community Services and is responsible for leading the Regulatory Services in the provision, development and delivery of a broad range of activities including animal control and management, parking and litter control, By-Law enforcement, mosquito management and other regulatory services. This position must understand, interpret and enforce Council's By-Laws, issuing Council infringements for matters pertaining to the By-Laws and undertaking the role and duties of an authorised officer according to the local law. This position undertakes critical thinking required for problem solving initiatives, and must lead and advise the Regulatory Services team in undertake animal management initiatives and programs, By-law interpretation and enforcement and community education.</p>			
3. POSITION'S KEY RESPONSIBILITIES			
<p><b>Local Law &amp; Enforcement</b></p> <ol style="list-style-type: none"> <li>1. Provision of high level customer advice and information relating to local laws, education of the community in relation to Local Laws</li> <li>2. Interpretation and enforcement of local laws and effective dispute resolution undertakings relating to Local Laws as required</li> <li>3. Make informed recommendations, construct comprehensive reports and briefs of evidence in relation to Prosecutions for failure to observe the relevant provisions of the various Acts, Regulations and Local Laws, support the Regulatory Services team in matters relating to prosecutions</li> <li>4. Attend Court and represent Council where required in regard to any matter relative to Local Laws, Fire Prevention or other areas relative to delegated authority.</li> <li>5. Undertake duties with unsupervised and exercise discretion in line with authorised officer responsibilities and the delegation manual</li> <li>6. Interpret and provide advice and guidance to matter relating to regulatory services' regulations, legislation, By-laws and/or the signs code</li> </ol>			
<p><b>Animal Control</b></p> <ol style="list-style-type: none"> <li>1. Lead the control of wandering and nuisance domestic animals including regular patrols of problem areas.</li> <li>2. Operation of the Pound according to Codes of Practice, regulations and legislation, ensuring the health and wellbeing of the impounded animals whilst under Council's care, manage the weekend and public holiday cleans of the facility</li> <li>3. Process Domestic Animal Registrations, including house to house periodical inspections.</li> <li>4. Investigate dog attacks and various nuisance animal and welfare complaints, provide solutions and issue infringements when necessary.</li> <li>5. Perform duties in accordance with local law and all relevant legislation/regulations.</li> <li>6. Control of and impoundment of wandering livestock.</li> <li>7. Issue of compliance notices and issue of infringement notices for breaches of regulations/legislation.</li> <li>8. Transport of impounded animals to veterinarians for treatment or euthanasia.</li> <li>9. Undertake human euthanasia when absolutely necessary using appropriate firearms in a safe and appropriate manner once receiving necessary approvals to do so</li> <li>10. Manage adoption process for dogs/cats.</li> <li>11. Lead educational initiatives for the public relating to responsible pet ownership.</li> </ol>			

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12. Take the lead for high risk or complex matters relating to animal ownership or animal welfare issues	
<b>Parking and Litter Control</b> <ol style="list-style-type: none"> <li>1. Ensure the regular patrols of areas subject to parking regulation are undertaken regularly to ensure public compliance and public awareness of parking restrictions.</li> <li>2. Issue infringements for parking offences.</li> <li>3. Oversee the audit and report on faulty parking signage.</li> <li>4. Provide updates to the Director regarding parking issues across the Shire.</li> <li>5. Administer and enforce all provisions as required under legislation and regulations.</li> </ol>	
<b>Other</b> <ol style="list-style-type: none"> <li>1. Ensure the day-to-day front-line operations of the Regulatory Services operations is maintained and monitored, lead service delivery and manage the regulatory services team members on a day to day basis.</li> <li>2. Lead training and mentoring initiatives for the operational functions of the department, undertake various initiatives to ensure the effective partnerships within business units to provide excellent customer service</li> <li>3. Assist in fostering a positive work environment that encourages high morale, initiative and enthusiasm</li> <li>4. Responsible for and actively involved in identifying and managing risk in day to day activities</li> <li>5. May require attendance to out of hours responses for emergent needs</li> <li>6. Undertake administrative duties as required to assist in the delivery of regulatory services, participate in policy development related to areas of expertise and assist in the development of programs and initiatives for community engagement opportunities</li> <li>7. Other Responsibilities as shall be reasonably associated with or incidental to the above</li> </ol>	
<b>4. ORGANISATIONAL RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>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.</li> <li>2. Assist in the implementation of the Katherine Town Council’s Local Counter Disaster Sub-Plan in the event of a disaster;</li> <li>3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs;</li> <li>4. Foster sustainable, honest relationships with the community and stakeholders</li> <li>5. Perform and deliver results that align with organisations strategic direction and serve our community;</li> <li>6. Work in accordance with Council’s Vision and Mission statement.</li> <li>7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries</li> </ol>	
<b>5. Level of Responsibility</b>	
Authority & Accountability	Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.
Judgment & Problem Solving	Judgment and problem-solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.
Specialist Knowledge & Skills	Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.

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Management Skills	May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in several different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.	
Interpersonal Skills	Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.	
Qualifications & Experience	Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include: <b>(a)</b> diploma or advanced diploma; or <b>(b)</b> appropriate in-house training or equivalent.	
<b>6. SELECTION CRITERIA</b>		
Essential	<ul style="list-style-type: none"> <li>• Demonstrated ability to meet the positions selection criteria;</li> <li>• Current NT Drivers Licence;</li> <li>• Firearms Licence (or ability to obtain);</li> <li>• Ability to understand various legislations, statutory obligation and Council policies and By-Laws in order to make informed decisions;</li> <li>• High degree of personal integrity and ability to deal with matters confidentially and professionally with excellent written and verbal communication skills</li> <li>• Previous experience in animal management/regulatory services/enforcement environment</li> <li>• Qualification in Animal Management and/or Government Investigations or other tertiary qualification related to the role</li> <li>• Ability to lead a team environment and provide sound advice and guidance in instances that are unusual</li> </ul>	
Desirable	<ul style="list-style-type: none"> <li>• Experience in Local Government</li> <li>• Accreditation in Behavioural &amp; Training of Dangerous Animals (Dogs) or similar related tertiary qualification</li> </ul>	
<b>7. ACKNOWLEDGMENTS</b>		
Employee:		Date:
Manager/HR:		Date: