

DOCUMENT TYPE:	Position Description
POSITION:	Ranger (Casual)
POSITION SUPERVISOR:	Community Compliance Team Leader
POSITION DIRECTORATE:	Community Wellbeing
POSITION DEPARTMENT:	Community Services
POSITION TERM:	Casual
POSITION STATUS:	Casual
POSITION AWARD CLASSIFICATION:	Band 1
POSITION DESCRIPTION VERSION NUMBER:	5
POSITION DESCRIPTION DATE ADOPTED:	October 2023
POSITION DESCRIPTION REVIEWED BY	Manager Community Services
INCUMBENT:	(Vacant)
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.
<p>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</p> <p>This document is available in alternative formats (e.g. larger font) if requested.</p>	

1 POSITION OBJECTIVES

The objectives of this position are to:

- assist with animal control and compliance responsibilities in accordance with the Domestic Animals Act 1994, Impounding of Livestock Act 1994 and Council's Community Local Law
- provide support and assistance to the Community Compliance Coordinator and Local Laws/Animal Control Officer from time to time as rostered and required
- participate in Council's after hours/on call roster for urgent and emergency matters with respect to local law or animal control functions.

2 KEY RESPONSIBILITIES AND DUTIES

2.1 Local Laws / Animal Control

- assist with the implementation of Council's Community Local Law

- respond to call outs for urgent and emergency matters with regard to cats, dogs or livestock as rostered and required
- ensure impounded cats, dogs and livestock are maintained at the Council pound as rostered and required
- adhere to Council policies and procedures to ensure animal welfare associated with appropriate housing of cats, dogs or livestock
- assist with National Livestock Identification Scheme (NLIS) ear tags and preparing impounded livestock for sale
- discuss local laws and animal control matters with landowners/residents and animal owners as required
- negotiate appropriate outcomes in local laws and animal control matters as directed.

2.2 Other duties

The incumbent will carry out other duties as directed, consistent with the general requirements of this position.

3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will be:

- responsible for reporting any operational or safety problems to the Community Compliance Coordinator or Manager Community Services when identified
- responsible for adhering to safe working practices.

4 JUDGEMENT AND DECISION MAKING

The incumbent will have the:

- ability to report issues to the Community Compliance Coordinator or Manager Community Services where required
- ability to solve minor work related problems.

5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have the:

- ability to gather basic information on enforcement issues associated with Council's Community Local Law, the Domestic Animals Act 1994 and the Impounding of Livestock Act 1994
- ability to use a laptop computer, tablet or smart phone to obtain applicable animal registration, animal owner or property owner details
- ability to work effectively independently and within a team environment.

6 MANAGEMENT SKILLS

The incumbent will have effective time management skills.

7 INTERPERSONAL SKILLS

The incumbent will have the:

- ability to effectively communicate with the public
- ability to follow written instructions when required.

8 EXPERIENCE

The incumbent will have:

- knowledge of the Loddon Shire Council
- experience in animal handling/farming practices
- basic computer skills.

9 QUALIFICATIONS

Qualification	Mandatory or Desirable
Current Victorian longarm (firearms) licence	Mandatory
Current Victorian drivers licence	Mandatory

10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	<ul style="list-style-type: none"> • Community Compliance Coordinator
Internal liaisons	<ul style="list-style-type: none"> • All Council staff
External liaisons	<ul style="list-style-type: none"> • Ratepayers • Contractors • General public

13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. experience in animal handling/appropriate livestock farming practices
2. sound communication skills
3. knowledge of applicable legislation and Council's local law required for the role
4. basic computer skills
5. a Victorian drivers licence
6. a Victorian longarm (firearms) licence.

14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff Code of Conduct.

15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation.

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred.

15.3 Occupational Health & Safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems.

15.4 Risk Management

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system.

15.5 Staff Code of Conduct

The Staff Code of Conduct applies to all employees of the Loddon Shire Council. All staff must:

- adhere to the Staff Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles.

15.6 Privacy

The Loddon Shire is committed to complying with the Privacy and Data Protection Act 2014 and the Health Records Act 2001. All employees are required to:

- adhere to the Privacy and Data Protection Act 2014 and the Health Records Act 2001
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction.

15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith

- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment

15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures.

Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.

15.10 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.

16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's name:

Incumbent's signature: Date:

Manager's signature:

Manager's title: Date: