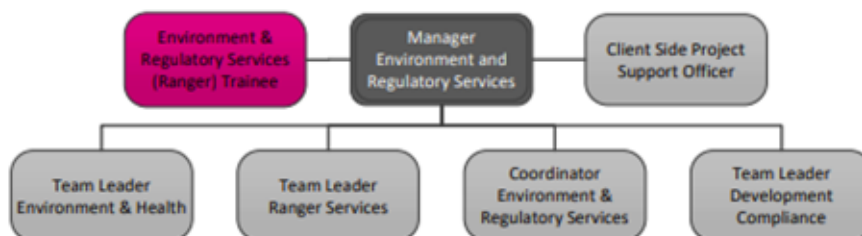


## POSITION DESCRIPTION

<b>Position Title</b>	Environment & Regulatory Services (Ranger) Trainee
<b>Position Number</b>	42185
<b>Division/Directorate</b>	Planning & Environment
<b>Branch</b>	Environment & Regulatory Services
<b>Grade</b>	T4-T10
<b>Band and Level</b>	Band 1 Level 1
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Criminal record check</li> <li>• Attending a pre-employment medical</li> <li>• Ability to undertake field duties</li> <li>• Ability to work weekends and after hours as required</li> <li>• Ability to handle Companion Animals/Stock</li> </ul>
<b>Physical and Environmental Demands</b>	<p>There is a requirement for physical, sensory, psychosocial, and environmental demands.</p> <p>Refer to the TIA for further information.</p>
<b>Reports To</b>	Manager Environment & Regulatory Services
<b>Authorities</b>	As detailed within the Delegation Register as delegated by the General Manager
<b>Key Direction/s</b>	Welcoming – Embracing our vibrant and diverse community

### Reporting Structure



### Position Purpose

<p>Develop skills and knowledge required to enforce Local Government Laws, promote community safety, companion animal management, and manage public spaces effectively, while delivering high quality customer service.</p>
<p><b>Key Result Areas</b></p>
<p><b>Customer Service</b> – Create a customer centric service environment and reward service excellence.</p> <p><b>Planning &amp; Prioritise</b> – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p> <p><b>Deliver Results</b> – Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p><b>Display Resilience &amp; Courage</b> – Be open and honest, prepared to express your views, and willing to accept and commit to change.</p> <p><b>Manage Self</b> – Show drive and motivation, a measured approach, and a commitment to learning.</p> <p><b>Value Diversity</b> – Show respect for diverse backgrounds, experiences, and perspectives.</p>
<p><b>Key Duties &amp; Responsibilities</b></p>
<ol style="list-style-type: none"> <li>1. Build skills to apply and enforce relevant legislation that protects the health, safety, and well-being of the Camden community.</li> <li>2. Develop skills and knowledge to conduct patrols and inspections for managing companion animals, including tasks like microchipping, registration, dog attacks, and liaising with Animal Shelter staff.</li> <li>3. Participate in Councils responsible pet ownership program to foster community awareness and engagement.</li> <li>4. Develop skills to protect the environment and regulate activities that impact the community including abandoned vehicles, parking, unauthorised advertising, waste dumping and other obstructions.</li> <li>5. Develop skills in collecting evidence, preparing statements, and managing documentation to support Council's legal proceedings.</li> <li>6. Assist the Environment &amp; Regulatory Services Branch with additional tasks as needed, within your skills and capabilities.</li> <li>7. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.</li> <li>8. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.</li> </ol>
<p><b>WHS Responsibility</b></p>
<p>Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.</p>
<p><b>Risk Management Responsibilities</b></p>
<ol style="list-style-type: none"> <li>1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.</li> <li>2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.</li> <li>3. Must be aware of operational and business risks. Particularly:             <ul style="list-style-type: none"> <li>o understand and adhere to the principles of Risk Management within their job role;</li> <li>o assist Managers and Team Leaders in identifying risks and risk treatments in their job role;</li> <li>o provide input into various risk management activities;</li> <li>o report all emerging risks, issues and incidents to their manager or appropriate officer; and</li> <li>o follow Council policies and procedures.</li> </ul> </li> </ol>
<p><b>Records &amp; Information Management Responsibilities</b></p>
<p>All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.</p>

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

**Essential Criteria**

1. Willingness to complete a Certificate IV in Government Investigations and any other relevant training and qualifications.
2. Ability to work independently and within a team
3. Good organisational and time management skills
4. Good interpersonal skills, communication and conflict resolution abilities
5. Basic computer skills for documentation and reporting
6. Current driver's licence (Full, Provisional P1 or Provisional P2)
7. Must be 18 years of age or older

**Desirable Criteria**

1. Demonstrated experience with handling dogs and cats and a genuine interest in animal welfare
2. Experience with handling livestock in a working environment
3. Ability to drive a four-wheel drive vehicle

**Prepared By**

Manager Environment & Regulatory Services

**Date Prepared**

January 2025

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:**

**Employee Signature:**

**Date:**