

POSITION DESCRIPTION

Position Title	Companion Animals Ranger
Position Number	42169
Division	Planning and Environment
Branch	Environment and Regulatory Services
Grade	14
Special Requirements	<p>Current drivers licence</p> <p>Ability to work flexible hours, including weekends and public holidays, as per roster</p> <p>Ability to be on-call outside of normal office hours</p>
Reports To	Team Leader Ranger Services
Physical and Environmental Demands	<p>Ability to drive a Council 4-wheel Drive vehicle</p> <p>Ability to undertake field duties</p> <p>Ability to handle Companion Animals/Stock</p>
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	<p>Healthy urban and natural environment</p> <p>Effective and Sustainable Transport</p>
Position Purpose	
To manage and regulate policies/legislation in order to protect and enhance the environment of Camden and the health and safety of its community.	
Key Result Areas	
<ul style="list-style-type: none"> • Ranger Duties • Policy and Procedures • Branch Activities • Customer Service • Corporate Core Values 	
Key Duties & Responsibilities	
<p>Ranger Duties</p> <ul style="list-style-type: none"> • Implement and administer the provisions of all relevant Ranger legislation and ensure Council's responsibilities in relation to these Acts • Undertake Investigations and resolve matters relating to Companion Animals and the Companion Animals Act 	

- Undertake investigations and resolve matters relating to Livestock in accordance with the relevant Act
- In conjunction with the Team Leader, develop, implement and coordinate Councils Companion Animals Education Program
- In conjunction with the Team Leader maintain and develop the appropriate financial plans and budgets for the Companion Animals Education Program
- In conjunction with the Team Leader assist with the coordination of the Companion Animals Advisory Committee
- Deliver community information sessions and school education programs on Responsible Pet Ownership
- Assist in ensuring compliance with Companion Animal related legislation, guidelines and code of practices by making recommendations to the Team Leader Ranger Services
- Ensure that all animals in the care of the Companion Animals Shelter are provided with humane treatment, in accordance with the Prevention of Cruelty to Animals Act 1979
- Build strong working relationships with external partners,
- As required represent Council in Companion Animal related stakeholder groups (inc OLG, Councils Unite for Pets, etc)
- Liaise with Councils Animal Shelter Facility and monitor the daily operations
- Coordinate the rehoming of companion animals from Councils Animal Shelter Facility
- Liaise with re-homing and rescue organisations
- Impound/seize uncontrolled animals and deliver to Council's pound
- Prepare media and website material, including social media information to facilitate rehoming of all animals; as required
- Carry out micro chipping services as required
- Investigate, resolve and prepare documentation to enforce compliance
- Carry out and manage property inspections to ensure compliance with control order requirements
- Assist in the training and coaching of team members to meet the area's requirements
- Ensure all databases are updated accordingly and accurately
- Provide input/reports/records on activities at the Companion Animals Shelter, including:
 1. Submitting annual Pound Data report for the Office of Local Government
 2. Maintaining a register of animal adoptions, seizures, euthanasia and surrenders
- In conjunction with the Team Leader co-ordinate Ranger Services involvement at community events in relation to Companion Animals
- Represent Council at the Local Court, District Court and Land Environment Court as required
- Develop relevant educational material
- Assist General Duties Rangers with other Ranger duties as required
- Assist with internal staff on projects/programs that have an impact on Ranger Duties ie School Enforcement Program
- Prepare and issue, warnings, General Penalty Notices, notices, orders, briefs of evidence etc
- Enforce Notices and Orders
- Prepare correspondence in the form of reports, memos, letters, Procedures and SWMS as requested or as necessary
- In conjunction with the Team Leader develop strategies and compliance programs as required
- Attend lectures, seminars and meetings as required

Policy and Procedures

- Ensure the relevant statute, council policies and procedures are uniformly implemented
- Participate in the preparation and review of policies, guidelines and legislation
- Provide advice back to internal and external customers within service standards
- Remain abreast of statute, policy and technical changes
- Maintain records in accordance within legal, branch and council procedures

Branch Activities

- Keep Team Leader informed of relevant matters, submitting reports and making recommendations
- Provide advice to customers
- Provide reports to management and Council
- Prepare information to meet Council's reporting requirements
- Participate in Branch projects and policy review/formulation
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

Corporate Core Values

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

- 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

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Certificate IV in Local Government (Regulatory Services) or equivalent and experience in a similar role
- Solid working knowledge and application of the *Companion Animals Act 1998*, *Impounding Act 1993* and animal welfare standards
- Effective communication with the ability to resolve conflicts with stakeholders and members of the community
- Demonstrated experience in handling aggressive dogs and cats both within a shelter and in public places
- Demonstrated experience in the preparation of report writing
- Experience in the development and implementation of education programs relating to Companion Animals
- Sound organisational skills and the ability to plan and prioritise a variety of concurrent tasks to meet deadlines
- Proven ability to work independently and as part of a team with minimal supervision
- Understanding and commitment to WHS and EEO principles

Desirable	
<ul style="list-style-type: none"> • Completion of Companion Animal Studies training including Animal Control/Animal Behaviour Training/Breed Identification • Experience in Pound / Animal Shelter operations, management of a Companion Animal Register • Ability to manage livestock • Authorised micro-chip implanter 	
Prepared By	Team Leader Ranger Services
Date Prepared	September 2022
<p>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.</p> <p>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.</p>	
Employee Name:	
Employee Signature:	
Date:	