

## The Opportunity:

Council is seeking a versatile and enthusiastic individual to join the Development & Regulatory Services Team in the role of Ranger. We seek a self-motivated, dynamic, experienced, results-driven person to complement the skills of the existing team. The role will have a focus on animal control function whilst also supporting the planning and building compliance function with the duties including:

- Actively promoting Council's Dog Management Policy by responding to animal control matters throughout the Meander Valley municipality including the provision of education and referral to other agencies as required.
- Responding to customer enquiries in a timely manner in accordance with Council's Customer Service Charter.
- Conducting inspections, gathering and presenting evidence for potential enforcement actions and possible prosecution under the *Dog Control Act 2000 & Local Government Act 1993*.
- Supporting investigations into potential breaches of the *Building Act 2016, Land Use Planning and Approvals Act 1993* and *Local Government Act 1993*.

## What you need to succeed:

To be successful in this position, you will be committed to consistently providing a high standard of customer service to the community with integrity, impartiality and professionalism, whilst handling sensitive enforcement and compliance issues. You will be confident in the interpretation and correct application of legislation. Being highly organised and able to prioritise and complete tasks within deadlines will be one of your strengths.

Your strong communication skills and ability to solve problems coupled with your can-do attitude will be the key to your success.

## What we will offer you:

This is a full time permanent position based at Council's offices at Westbury, a short 25 minute drive from the city of Launceston.

The remuneration package includes the following and will be negotiated according to qualifications, skills and experience:

- Annual salary will be negotiated subject to applicant's suitability within a range of \$73,861 to \$79,963, under Council's Enterprise Agreement 2022.
- Superannuation - Council will pay an additional 3.5% above the amount required by the Superannuation Guarantee legislation (total amount currently 15%) in accordance with Council's Enterprise Agreement 2022.
- It is a requirement for this position that the successful candidate be willing to work on an on-call and overtime roster. This may include being rostered on-call over a weekend or outside of the normal hours of operation. When on-call, the position will be paid appropriate allowances under Council's Enterprise Agreement. Limited private

use of a Council vehicle during on-call periods will be by agreement with the General Manager, in addition to the employment conditions.

- A qualifying period of six months will be applicable to this position.

Other employment conditions and benefits include:

- A 19-day month, allowing for a rostered day off is offered to full time employees;
- Standard annual and personal leave entitlements, with payment of leave loading on annual leave;
- Long service leave is based on 10 years continuous service, with pro rata access available after seven years of continuous service;
- One hour per month health and wellbeing activity leave;
- Four hours per six month period volunteering activity leave;
- Ongoing learning and development opportunities;
- A range of progressive Health and Wellbeing Services including onsite gymnasium, wellbeing activities and initiatives, and access to the Employee Assistance Program for employees and their immediate families;
- Genuine demonstrated commitment to flexible work arrangements;
- Reward and recognition of service milestones;
- Free on-site parking.

As an organisation we are committed to maintaining our *Employee of Choice* status.

### **Selection Criteria**

In addressing the selection criteria, please use relevant examples of how you believe you meet or have potential to meet, these requirements.

1. A Certificate IV in Statutory Compliance or Certificate IV in Animal Control and Regulation, or an equivalent qualification and relevant work experience or an equivalent combination of training, skills and experience and an ability to commence the relevant certificate level qualifications following acceptance of the role.
2. Demonstrated ability to appropriately handle conflict and negotiate practical outcomes underpinned by legislative requirements, whilst building strong relationships.
3. Exceptional written, oral and interpersonal communication skills including interview skills, public presentations along with the ability to draft reports and statutory notices.
4. Proven ability to interpret and implement relevant legislation and policies.
5. Good understanding of Work Health & Safety and Risk Management requirements.
6. Excellent computer skills including experience with customised systems, intermediate level with Microsoft Office applications and advanced use of the internet and email systems.
7. Work cooperatively in a team environment by developing effective working relationships with a variety of stakeholders including but not limited to customers, management, colleagues, contractors and other government agencies.
8. Previous experience in local government or animal control would be advantageous.

### **Learn more:**

If you would like more information about this exciting opportunity please contact Wade Hateley, Team Leader Compliance & Regulation on 0419 510 770 or email [wade.hateley@mvc.tas.gov.au](mailto:wade.hateley@mvc.tas.gov.au).

### **How to apply?**

To be considered for the position, all applications must include four documents;

- Application form;
- Covering letter;
- Current resume; and
- Statement addressing selection criteria (maximum of two pages).

Applications should be forwarded to the attention of the Human Resources Officer, [recruitment@mvc.tas.gov.au](mailto:recruitment@mvc.tas.gov.au).

Applications close Monday 29 July 2024 at 9.00am. However, Applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

Applicants should note that for a period of 12 months from date of publication, this selection process may be used to fill subsequent or similar full time and part time vacancies.

As part of the recruitment process, pre-employment checks will be conducted in line with requirements of the position including a functional health assessment to ensure candidates can meet the inherent physical requirements of the role.

## POSITION DESCRIPTION

### Ranger

Classification Grade 5

Development & Regulatory Services Department

July 2024

### POSITION CONTEXT

The Ranger is part of the Development & Regulatory Services Department which is responsible for implementing statutory regulation for well-planned and supported communities, in particular property related statutory planning, building, plumbing permits, environmental health, 337 property certificate's, animal control, fire abatement and other hazards which arise under legislative provisions managed by Local Government. The Department also carries out specific projects for strategic land use planning and urban design. High quality customer service, both external and internal, and meeting regulated and organisational timelines is a focus. This Department has a close alignment with the Infrastructure Services Department which has responsibility for planning and delivery of built structures throughout Meander Valley i.e. roads, bridges, buildings, parks and playgrounds, for sustainable and strategic planning projects.

The Ranger works closely and flexibly with the Team Leader Compliance & Regulation to administer the requirements of the *Dog Control Act 2000*. Responding to enquiries and complaints received relevant to the *Act* in accordance with Council's Dog Management Policy. Perform inspections requested or scheduled as part of acquitting Council's requirements under the *Dog Control Act 2000*, *Fire Service Act 1979*, and *Local Government Act 1993*. The role also supports the town planners and designated permit authority roles to investigate breaches of the *Building Act 2016*, *Land Use Planning and Approvals Act 1993* to ensure all developments comply with relevant legislation.

### ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader Compliance & Regulation.

This position has no direct reports.

### KEY CHALLENGES

- Work across a variety of compliance areas and maintaining up to date knowledge.
- Managing day to day requests for services in line with agreed timeframes.
- Ensuring timely responses to compliance matters, including adherence to regulated processes and timeframes.
- Manage personal resilience in a complex and demanding role.
- Dealing with aggrieved parties as they relate to investigations and non-compliance.

## **PRIMARY RESPONSIBILITIES**

- Recording inspection results and relevant data to ensure information is accurate and up to date.
- Correctly recording, gathering, assessing and storing of evidence.
- Meet with parties involved in non-compliance and seek to resolve issues in an amicable and timely manner to achieve compliance.
- Monitor actions put in place to resolve non-compliances to ensure issues are rectified.
- Prepare all correspondence and provide reports in relation to Ranger matters as required.
- Administer and enforce the technical and legal requirements of the *Dog Control Act 2000* and *Local Government Act 1993* as it relates to the responsibilities of this role, including management of livestock, abandoned vehicles and fire abatement.
- Carry out inspections of reported non-compliances in animal control and fire hazard abatement together with other non-compliances under the *Local Government Act 1993*.
- Manage the selection, appointment and ongoing administration of contractors included as part of compliance solutions.
- Handling and identifying animals including dogs and livestock, and where necessary attend to their seizure, processing, care and sustenance needs.
- Assist with the management of Council's Animal Management Facility.
- Work with external enforcements agencies including Tasmania Police and Tasmania Fire Service to resolve matters and ensure community safety.
- Represent and support Council in compliance, enforcement and legal proceedings as required.
- Be willing to work on an on-call and overtime roster, including being rostered on-call over a weekend or outside of the normal hours of operation. When on-call, the position will be paid appropriate allowances under Council's Enterprise Agreement. Limited private use of a Council vehicle during on-call periods will be by agreement with the General Manager, in addition to the employment conditions.
- Provide support to investigate breaches of the *Building Act 2016*, *Building Regulations 2016* and the *Land Use Planning and Approvals Act 1993* and take appropriate actions including preparation of all documents and reports required to ensure Council fulfils its regulatory duties.

## **ALL STAFF RESPONSIBILITIES**

- Compliance with all Council policies and procedures that may be varied from time to time.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.
- Adhere at all times to the *Local Government Act 1993*, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY**

1. A Certificate IV in Statutory Compliance or Certificate IV in Animal Control and Regulation, or an equivalent qualification and relevant work experience or an equivalent combination of training, skills and experience and an ability to commence the relevant certificate level qualifications following acceptance of the role.
2. Demonstrated ability to appropriately handle conflict and negotiate outcomes underpinned by legislative requirements, whilst building strong relationships.
3. Exceptional written, oral and interpersonal communication skills including interview skills, public presentations along with the ability to draft reports and statutory notices.
4. Proven ability to interpret and implement relevant legislation and policies.
5. Good understanding of Council's Work Health & Safety policies and risk management requirements.
6. Excellent computer skills including experience with customised systems, intermediate level with Microsoft Office applications and advanced use of the internet and email systems.
7. Work cooperatively in a team environment by developing effective working relationships with a variety of stakeholders including but not limited to customers, management, colleagues, contractors and other government agencies.
8. Previous experience in local government or animal control would be advantageous.
9. Current vehicle driver's licence.

## **ATTACHMENTS**

- Council's Behaviours: 'The Way We Work Together'
- Organisational Structure

# The way we work together.

01. **We work as a team, value each other's contribution and are accountable for our work.**
  - We own tasks to completion and ask for help where needed
  - We engage in respectful conversations in the workplace, showing kindness to each other
  - We collaborate and value the input of everyone
  - We communicate openly with transparency, honesty, whilst respecting confidentiality
  - We demonstrate respect, trust, support and we encourage others
  
02. **We support each other's roles to deliver the best outcomes for our customers and community.**
  - We will take the time to understand who does what and connect customers to the right area
  - We are focussed on our customers and the community's needs
  - We make decisions that are informed, considered and consistent
  - We are willing to try new things, be open to new ideas, and are not afraid to fail
  
03. **We are supported, trusted, and empowered to do our work.**
  - We are focussed on positive interactions and will provide constructive, respectful feedback
  - We are appreciative of others and accommodate different ways of working
  - We support an environment where people feel safe to share their ideas
  - We celebrate our achievements
  
04. **We value open and transparent communication to keep each other well informed.**
  - We share relevant information clearly and provide regular updates in a relatable way
  - We actively listen to everyone and consider different points of view
  - We vary our communication to suit the audience
  - We are authentic and genuine in our words and actions
  
05. **We operate in an environment where people feel connected.**
  - We are inclusive, welcoming and make an effort to build relationships
  - We recognise, accept and value diversity
  - We will proactively address issues as they arise
  - Problems are shared and solved jointly
  - We accept and learn from our mistakes



# Organisational Structure

