

Position Description

Title:	<u>Ranger Administration Officer</u>
Portfolio:	Infrastructure, Assets and Services
Classification:	Local Government Industrial Award 2020 - IA
Purpose of role	Providing high-quality administration and customer service support to the Shire's Rangers, while also providing practical assistance to the Ranger team when required
Complexity:	Moderate level of complexity for the role. The nature of the work is generally defined and within approved procedures and policies. Decision making is within known parameters but may involve discretion in choice of existing methods and processes to achieve outcomes. Decision making requires some analysis of information or data to reach decision and or determine progress. Guidance or direction is provided by more senior officers outside of this.
Reports to:	All employees ultimately accountable to the CEO Reports to: Executive Manager Infrastructure, Assets and Services
Supervision of others:	None
Delegation of Authority:	Is authorised to work within established guidelines, budgets, procedures, and policies of the Shire of Toodyay as well as statutory provisions of the Local Government Act WA 1995 and other relevant legislation that apply to the role only. Has no other delegated authority to act.

General Requirements

- Act in a professional and ethical manner and in the best interests of the Shire at all times.
- Maintain confidentiality and work in accordance with all council policies and procedures as well as all regulatory and legislative requirements applicable to a Local Government Authority.
- Maintain contemporary knowledge and practice by participating in professional development as required or requested
- Some out of hours work, travel and weekend work required to fulfil the duties of this role

Work Safety and Health

- Apply understanding of WHS and take responsibility for self and others working safely.
- Ensure you are familiar with control of hazards from resources in your workplace and identify training needs to ensure optimum competency.
- Engage with and embrace monitoring processes as a valuable tool to assist and enhance your perspective of the current status of work health and safety.
- Consult and cooperate with appointed safety personnel to enable them to fulfil the duties of their role.
- Make use of the Health and Safety Committee and Health and Safety Representatives to engage and consult regarding work health and safety matters.

- Refer work health and safety issues that are beyond your control to the relevant manager(s) for their attention but ensure that interim action is taken to reduce the risks in a practical way.

Responsibilities & Duties

- 1.Ranger**
 - General Ranger administration and correspondence.
 - Managing Ranger enquiries, complaints and customer requests.
 - Preparing notices, infringements and other regulatory documentation.
 - Maintaining accurate records, registers and databases.
 - Administration associated with firebreak inspections, compliance and infringements.
 - Administration and paperwork relating to swimming pool barrier inspections.
 - Animal management administration and assistance with the Shire's animal facility.
 - Compile letters for animal registrations, follow up and be able to process payments.
 - Assisting with Ranger reports, inspections and follow-up actions.
 - Maintaining accurate and confidential records.
 - General office and administrative duties associated with Ranger Services.
- 2.Administration**
 - Accompanying Rangers where two-person attendance is required.
 - Providing assistance during inspections and field activities.
 - Assisting the Ranger team when other Rangers are on leave.
 - Assisting with animal-related duties and activities.
 - Supporting Rangers during operational matters where appropriate.
 - Undertaking occasional outdoor and field-based duties.

Our Values

The Shire's values are expected to be applied by staff in all their activities associated with Shire business.

Integrity	We behave honestly to the highest ethical standard
Accountability	We are transparent in our actions and accountable to the community
Inclusiveness	We are responsive to the community, and we encourage involvement by all people
Commitment	We translate our plans into actions and demonstrate the persistence that will produce results.

Skills, Knowledge & Experience

- Highly organised and able to manage competing priorities.
- Accurate and attentive to detail.
- Confident using computers and learning new systems.
- A clear and professional communicator.
- Comfortable dealing with members of the public.
- Able to remain calm and professional when dealing with challenging situations.
- Reliable, practical and willing to assist wherever required.
- Comfortable working independently while also being an effective team member.
- Interested in developing new skills and undertaking Ranger-related training.
- Comfortable with a role that is primarily office-based but occasionally requires outdoor and field work.

Qualifications and or Training

Essential Requirements

- Previous experience in an administrative role.
- Strong written and verbal communication skills.
- High level of attention to detail.
- Good computer literacy.
- Ability to maintain confidentiality.
- Ability to work effectively with members of the public and colleagues.
- Current C Class Driver's Licence.
- Willingness to undertake ROCS Ranger training if required.
- Willingness and ability to undertake occasional field-based duties.

Desirable

- Local government administration experience.
- Knowledge of Ranger Services or local government compliance processes.
- Experience with animal management or animal facilities.
- Experience with infringements, notices or compliance administration.
- Experience with firebreak or bushfire compliance processes.
- Experience with swimming pool barrier inspection administration.
- Existing ROCS qualification or relevant Ranger training.

Licences/Clearances

- Current WA driver's licence
- National Police Clearance

Internal Liaison

- Executive Manager Infrastructure, Assets and Services
- Rangers
- Team leaders/Supervisors
- Other Employees

External Liaison

- Local Government Sector
- State/Federal Government Agencies
- Ratepayers
- Community Stakeholders
- Consultants and other representatives

Performance Criteria

Core Competencies

1. Quality of work
2. Values & Behaviours
3. Working Relationships

*** All are essential unless otherwise denoted**

ENDORSEMENT

The details contained in this position description are an accurate reflection of the broad duties, responsibilities and other requirements of this role. These may be amended from time to time in line with capabilities and classification.

TEMPORARY CHIEF EXECUTIVE OFFICER

NAME: _____ SIGNATURE: _____

As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire of Toodyay.

NAME: _____ SIGNATURE: _____

DATE: ____/____/____

DATE OF REVIEW:

____/____/____