

Position Details		
Position Title: Living Desert Ranger/Labourer	Classification: Grade 5	Position Number: BHCC-LDS-02
Group/Area: Corporate & Cultural Services	Reports to: Living Desert Ranger	Hours per week: 38
Our Organisation: Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world. Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork		
Position Objective: The Living Desert Reserve is preserved open space for locals and visitors to experience a unique insight into flora, fauna and Aboriginal culture of western New South Wales. This facility provides an opportunity for the public to experience the Living Desert Reserve both in daylight and night viewing opportunities. This position will assist with tasks and activities necessary for the successful daily operations within the Living Desert, Living Desert Flora and Fauna Sanctuary, Starview Primitive Campsite, Willyama Common and Regeneration Area and ensures areas are highly presentable, secure and safe for the community. This position undertakes various labouring and gardening duties and supports ranging services as required.		
Special Requirements: • Out of hours work when required on an equal time-in-lieu basis. • Weekend work to be 1 in every 2 according to roster. • Work on Public Holidays when rostered except Christmas & Boxing Days. • Ability to work independently if required.		
Key Stakeholders: • General Manager • Director Corporate and Community • Parks and Open Spaces team • Government and non-government organisations • Local businesses, associations, groups • Community members		

Reporting Lines:

- This position reports directly to the Living Desert Ranger.
- This position has no direct reports.

Duties and Responsibilities

You will use your professional skills and experience to fulfil the following key responsibilities:

- Assist with the daily responsibilities of the Flora and Fauna Sanctuary in accordance with Clause 6 of the Guidelines for Managing Free Range Fauna in Enclosed Areas as attached.
- Advise and assist with visitors' enquiries at the Sanctuary.
- Inspect and maintain the Sanctuary predator proof electric fence to performance standards.
- Clean, empty and maintain the toilets located on the Cultural trail and at the picnic area.
- Oversee and maintain all fixtures and assets (shade shelter, buildings, seats, fences, barbeques, sculptures, signs etc) within the Living Desert, Flora and Fauna Sanctuary, Willyama Common and Regeneration Area.
- Clean, inspect and maintain the Starview Primitive Campsite facilities.
- Provide a professional verbal knowledge of the flora and fauna and Aboriginal culture to visitors to the Sanctuary.
- Perform the duties of herdsman for the Willyama Common in accordance with the Common Management Act and the Management Plan.
- Build and construct new fences, fixtures (seats, shade shelters etc.) and any other construction not requiring specialised trade personnel.
- Patrol the Living desert and Sculpture Symposium site to enforce management plan recommendations and provide advice to visitors as requested.
- Order materials, supplies and equipment necessary for daily operations.
- Report vandalism to the Police and Council management and complete necessary documentation.
- Routinely check and maintain the water main feed supply to the Sanctuary from the pumping station.
- Keep the Living Desert picnic area clean and tidy, shade shelters swept, and barbeques always cleaned and maintained for the user's convenience.
- Develop and maintain the Operations Manual of the site.
- Ensure correct functioning of Pay Station.
- Recruit, train and work with volunteers for the site.
- Participate and act as secretary of s355 Committee for the site.
- Undertake other duties within employee's skills, competency and training as required.

You will contribute to a customer focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes.
- Listening to customers and understanding that customer experiences are multi-faceted, and consideration is given to customer viewpoint and sensitivities surrounding decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to cooperation among employees from different functions and departments.

- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude towards customers.
- Having an ability to manage difficult situations and conflicts – calmly and professionally.

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department, and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

You will assist Council to meet Records Information Management:

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

You will adopt a teamwork approach by:

- Performing an active role within the team to achieve the objectives of that function.
- Engage in regular communication and co-operation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation.
- Setting an example for other employees regardless of reporting lines.
- Committing to self-awareness and improving professional effectiveness.
- Understanding corporate risks that apply to your activities.

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Selection Criteria

Essential

- Current First Aid Certificate.
- Current Drivers Licence.
- Excellent high level written and verbal communication skills.
- Recent relevant work experience.
- Demonstrated interest in native flora/fauna.
- Current NSW Firearms Licence (Class A & B) or ability to obtain.
- Occupational Health & Safety White Card or ability to obtain.
- Demonstrated ability in the use of construction equipment (e.g. Mig welder and heavy-duty power tools).
- Demonstrated commitment to a customer service culture and delivery of quality service.

Desirable

- Working With Children Check (WWCC).
- Animal Handling Welfare Certificate for Marsupials.
- Previous experience in environmental land management.
- Recent proven experience in animal control (horses) and husbandry of kangaroos.
- Recent proven experience in fencing construction, rural, electrical predator proof and cyclone mesh.
- Demonstrated knowledge of endemic plants of Western New South Wales and the Barrier Ranges environment.

Acceptance of Position Description

Approved: General Manager

Signature:



Date: 14/14/2024

I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.

Accepted: Employee Name

Signature:

Date: