

Position Description

Coordinator Ranger Services

<i>Directorate</i>	Development & Regulatory Services
<i>Department</i>	Ranger Services
<i>Job Family</i>	Coordinator
<i>Reports to</i>	Manager Regulatory Services
<i>Direct Reports</i>	Rangers Kennel Keepers
<i>Indirect Reports</i>	None
<i>Location</i>	Tom Price, WA
<i>Industrial Instrument</i>	Shire of Ashburton Industrial Agreement 2026
<i>Classification</i>	Level 7

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect	Openness	Teamwork	Leadership	Excellence	Health & Wellbeing
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About the Role

Role Objective / Purpose

This position is responsible for the leadership, coordination and continuous improvement of Ranger Services across the Shire.

The role provides specialist advice on regulatory compliance and enforcement matters, promotes community education and engagement in relation to Local Laws and community safety, and ensures the effective delivery of ranger services in accordance with legislation, Local Laws and organisational requirements.



The position operates with a high level of autonomy, exercising advanced judgement in complex, sensitive or high-risk compliance matters within the Ranger Services function.

Key Role Outcomes

- Provide specialist advice within the Ranger Services function to the Manager and stakeholders on regulatory compliance, enforcement practices and community safety matters.
- Lead the delivery of efficient, compliant and customer-focused ranger services, ensuring alignment with legislation, Local Laws and operational priorities.
- Exercise advanced judgement and decision-making in complex, sensitive or high-risk compliance matters, including investigations, enforcement actions and dispute resolution.
- Oversee and ensure enforcement of relevant Acts, Regulations and Local Laws, including animal management, public safety, parking and community amenity.
- Manage the corporate firearms licence and ensure safe and compliant use in accordance with legislation.
- Contribute to the development, review and implementation of Local Laws, procedures and operational practices relevant to Ranger Services.
- Develop and implement operational initiatives to improve compliance outcomes, service delivery efficiency and community safety within Ranger Services.
- Lead, supervise and develop Ranger Services staff, including recruitment, induction, performance management, training, rostering and operational planning.
- Manage community requests, complaints and investigations, ensuring timely, consistent and defensible outcomes in accordance with legislative requirements.
- Build and maintain effective working relationships with internal stakeholders, contractors, community members and external agencies relevant to Ranger Services.
- Oversee animal management services including impounding, welfare, registrations, investigations and pound operations, ensuring compliance with legislation and best practice standards.
- Manage infringement processes, including issuing, review and enforcement of penalties, ensuring accuracy, compliance and procedural fairness.



- Analyse service data, trends and operational risks to inform decision-making and continuous improvement within Ranger Services.
- Provide recommendations to the Manager on service improvements, resource requirements and emerging risks within Ranger Services.
- Manage budgets, resources and assets associated with Ranger Services.
- Ensure compliance with work health and safety requirements and promote a strong safety culture within the Ranger Services team.
- Provide operational support to emergency response activities where required, in coordination with relevant emergency management authorities.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Highly Proficient: Ensures that safety procedures are in alignment with overall safety framework. Reviews, audits, and trains others in safety procedures on and off the job. Instrumental in leading safety compliance and ensuring a culture of safety first. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation.



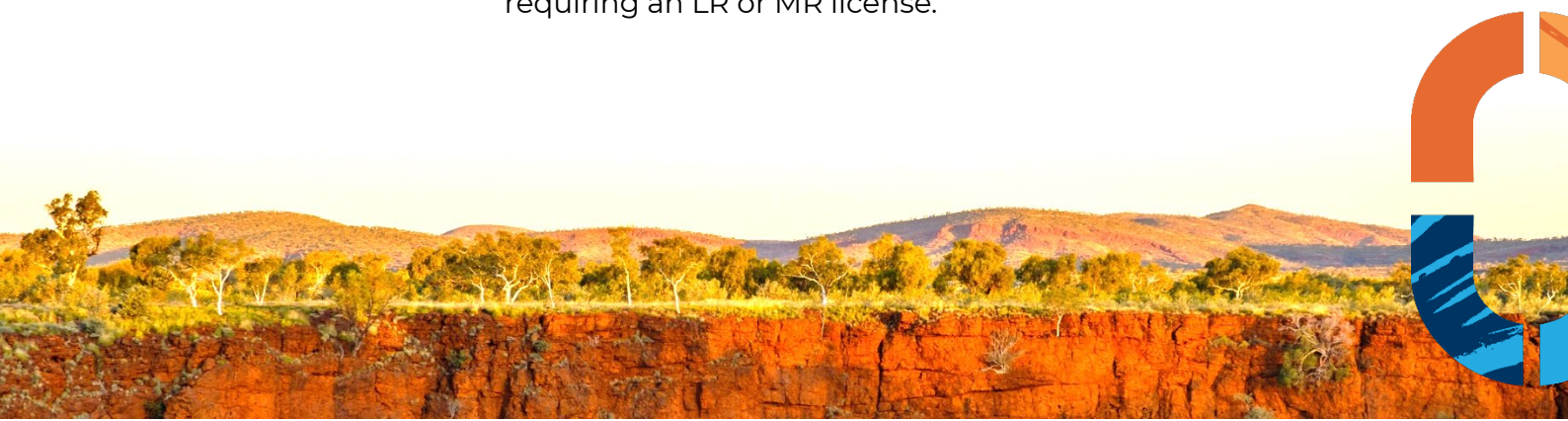
Accountability	Proficient: May manage work of others. Able to keep track of multiple, important details amongst a wide range of activities. Will manage work flows and adapt, interpret or modify procedures to achieve objectives. Mostly autonomous with broad discretion. Assessed on outcomes rather than task completion.
Judgement and Decision Making	Proficient: Decision making requires analysis of data and involves consideration of aspects that are more conceptual than definitive. Judgement is applied in a leadership capacity and may require innovation or judgment applied to new or unknown problems or matters.
Time Management	Highly Proficient: Develop and implement short-, mid-, and long-term outcomes for the work area(s).
Customer Service	Proficient: Effectively communicate with and influence clients and members of the public in the resolution of various matters within area of specialisation or expertise. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Advanced: Develop or assist in the development and monitoring of budgets for a function or work area. Line management responsibility for parts of the department budget that apply to work area.
Leadership	Proficient: Leadership and influence to assist attainment of operational and strategic objectives across major projects or a large division or department.



Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	Proficient: Solve problems requiring an assessment of a range of options with elements of complexity and may impact beyond the immediate work area. Problem solving of varied, new, and unique problems is frequent. Acting at all times in accordance with management directives, policies of Council and legislative requirements.
Policy or Legislative Interpretation	Highly Proficient: Interpret and apply external policy or legislative requirements and develop internal practices to support requirements across multiple work areas.
Supervision Skills	Proficient: Line management responsibility for staff delivering a range of administrative, technical, or professional services.
Conflict Resolution	Highly Proficient: Able to identify potential conflict ahead of time and put strategies in place to prevent conflict occurring between stakeholders, or to resolve conflict where there is seemingly little common ground.
Communications Skills	Highly Proficient: Communication skills are attuned to the underlying messages, political nuances, and minor subtleties of complex communications. Presentations may be made to large public forums. Highly developed interpersonal skills, including leading and motivating.
Equipment Operation	Proficient: Operates equipment or light duty machinery requiring an appropriate licence and specific training. This may include (understanding of the operation of) vehicles requiring an LR or MR license.



Report Writing	Proficient: Research, develop, write, review, and finalise reports to Council and external regulatory authorities. May be reviewed by more senior manager with only minor amendments.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
Policy and Procedure Development	Highly Proficient: Have substantial influence on policy development for policy which impacts the community, organisation, business, or other stakeholders within the region.
Project Management	Advanced: Accountable for the quality, effectiveness, cost, timeliness of programs, projects, or work plans. Prepares budget for projects. As required, report monthly to assess achievement of Councils' budgeted objectives.

Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Driver's Licence.
- Current National Police Clearance (within 6 months of commencement).
- Certificate IV in Local Government (Regulatory Services), or equivalent qualifications and experience
- ROCS 1 and 2.
- Firearms Licence (Desirable)
- Formal training and/or qualifications in Animal Control (Desirable)
- Additional compliance, investigation, prosecution or enforcement training will be highly regarded



Experience, Skills, Knowledge Required of Role

- Extensive experience in ranger services, regulatory compliance or enforcement within a local government or similar environment
- Demonstrated experience leading and supervising operational teams
- Strong knowledge of relevant legislation, Local Laws and regulatory frameworks
- Demonstrated ability to interpret and apply legislation in complex or sensitive situations
- Experience managing investigations, enforcement processes and regulatory decision-making
- Highly developed communication, negotiation and conflict resolution skills
- Strong analytical and problem-solving skills
- Ability to manage multiple priorities and operational demands
- Experience working in regional or remote environments (desirable)

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

