



Position Description

Ranger (Ordinance)

Division	Planning and Place
Business Unit	Environmental Compliance
Grade	NB H
Job Code	JC00684

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Primary Purpose of the Position

The Ranger (Ordinance) oversees and undertakes investigations and compliance action across a range of areas, particularly in relation to enforce Council's policies and legislative requirements. The position assists in the development and implementation of systems and procedures relating to the investigations and compliance action process and oversees training and mentoring of the Rangers team in investigative techniques.

Key Accountabilities

- Carry out thorough, impartial and well documented investigations and where necessary, in cooperation with external agencies in order to identify appropriate outcomes in relation to reported incidents, complaints, or potential breaches of legislation.
- Develop and maintain relationships with relevant internal and external stakeholders, including Northern Beaches Police Area Command, in order to complete investigations as efficiently as possible whilst adhering to jurisdictional limitations.
- Following the outcome of investigations, initiate enforcement action as required under the provisions of the Local Government Act 1993, Companion Animals Act 1998 and other relevant legislation, including providing evidence in court proceedings where required, in order to ensure Council's ongoing compliance with NSW legislative requirements.
- In consultation with the Manager Rangers, provide training to other members of the Rangers team in best practice investigative methodology, initiating enforcement actions and acting as a representative for Council in legal proceedings in order to ensure Council's legislative compliance.
- In consultation with the Manager Rangers, develop, review and implement Council policies and processes in relation to investigations and compliance actions, ensuring these documents align with legislative requirements and best practice techniques in order to ensure consistency of outcomes and legislative compliance across the Rangers team.

Key Challenges

- Prioritising the competing demands within the team.
- Managing the expectations of other stakeholders outside the Unit seeking timely input to information requests.
- Delivering accurate and consistent work within tight timeframes in a fast-paced high volume work environment.

Key Internal Relationships

Who	Why
Manager Rangers and Ranger Coordinator	• Provide updates on key issues and priorities. • Escalate issues and propose solutions. • Receive guidance.
Rangers Team	• Provide support. • Provide and receive guidance.
Stakeholders	• Manage the flow of information, seek clarification and provide advice and responses. • Develop and maintain effective working relationships and open channels of communication.

Key External Relationships

Who	Why
Northern Beaches Police Area Command	• Manage the flow of information, seek assistance, clarification and provide advice and responses.

Key Role Dimensions

Decision Making

This role operates autonomously to manage their day-to-day activities in line with priorities agreed with the Ranger Coordinator and in line with Council delegations.

Reports to

Ranger Coordinator

Direct Reports

NA

Budget

NA

Essential Criteria

- A Certificate IV in Local Government investigations or equivalent or demonstrated extensive experience in regulatory enforcement/ investigations;
- Current Class C (minimum) Driver's Licence.

Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here."

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	Capability Name	Level	Focus Capabilities
 Personal Attributes	Manage Self	Intermediate	Demonstrate Accountability
	Display Resilience and Adaptability	Intermediate	
	Act with Integrity	Foundational	
	Demonstrate Accountability	Intermediate	
 Relationships	Communicate and Engage	Intermediate	Community and Customer Focus
	Community and Customer Focus	Foundational	
	Work Collaboratively	Foundational	
	Influence and Negotiate	Foundational	
 Results	Plan and Prioritise	Foundational	Deliver Results
	Think and Solve Problems	Foundational	
	Create and Innovate	Foundational	
	Deliver Results	Foundational	
 Resources	Finance	Foundational	Assets and Tools
	Assets and Tools	Foundational	
	Technology and Information	Foundational	
	Procurements and Contracts	Foundational	

Focus capabilities

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator
Demonstrate Accountability	Intermediate	Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator
Community and Customer Focus	Foundational	Shows awareness that he/she is working for the community Shows respect, courtesy and fairness when interacting with customers and members of the community Listens and asks questions to understand customer/community needs Informs customers of progress and checks their needs are being met

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator
Deliver Results	Foundational	Takes the initiative to progress work tasks Clarifies work required and timeframe available Identifies what information/resources are needed to complete work tasks Checks own work for accuracy, quality and completeness Completes tasks under guidance, on time and to the required standard

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator
Assets and Tools	Foundational	Uses core work tools and equipment effectively Takes care of work tools, equipment, accommodation and community assets