

## Local Laws Ranger

### Position Outline

<b>Position</b>	Local Laws Ranger
<b>Work Location</b>	Animal Management Facility, 21 Richardson Road
<b>Directorate</b>	Community Services
<b>Section</b>	Local Laws
<b>Reports to</b>	Coordinator, Regulatory Services
<b>Annual Salary Band</b>	\$76,724.00-\$80,834.00
<b>Classification</b>	Level 3, Mount Isa City Council Certified Agreement 2018
<b>Engagement Type</b>	Full time, Temporary 12 months

#### POSITION OBJECTIVE

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This position is to provide customer focused enforcement of Council's Local Laws and relevant State legislation with an emphasis on information, education and self-regulation.

#### POSITION REQUIREMENTS

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- Certificate IV in Government (Investigation) or equivalent or ability to obtain.
- Certificate in Animal Management / Local Government / Statutory Compliance is *desirable*.
- High level of written and verbal communication skills and the ability to liaise with members of the public and build effective relationships.
- Demonstrated conflict management skills.
- Demonstrated experience in animal control and behaviour and ability to safely handle a various type of animals.
- Must be willing to obtain an Authorised Persons card within probationary period.
- Hold a current driver's licence and General Construction Induction QLD (White Card).

#### KEY RESPONSIBILITIES

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This position is responsible for the following areas and includes but is not limited to:

- Undertake the enforcement of Council's Local Laws.
- Investigate and resolve complaints, including the serving of notices to seek compliance with Council's Local Laws and State legislation relevant to the position.
- Issue infringement notices ensuring compliance with Local Laws and relevant legislation.
- Deliver education programs to the community focusing community safety, awareness and responsible pet ownership.
- Understand and enforce Council's impound procedures in relation to Local Laws, and relevant State legislation.
- Undertake patrols of both private and Council owned land for breaches of Local Laws and take action to resolve those breaches in accordance with relevant policies and legislation.
- Animal handling including aggressive dogs.
- Required to maintain privacy and confidentiality and ability to exercise discretion in a professional manner at all times.
- Assist in the development and maintenance of relevant policies and procedures.

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- Have the ability to carry out investigations and gather evidence e.g: interview victims/offenders/witnesses, take photographic evidence, issue compliance notices, penalty infringement notices and prepare reports.
  - Compile investigation reports.
  - Participate in weekly on call roster and attend to emergent complaints and initiate corrective actions.
  - You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer.

*Out of ordinary hours work may be required. Council reserves the right to change these duties at any time.*

## **KEY PERFORMANCE INDICATORS**

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- Demonstrated ability conducting investigations.
- Demonstrated ability on animal handling and aggressive dogs.
- Example of dealing with a difficult customer and how it was resolved.
- Demonstrated ability on animal handling.
- Demonstrate teamwork and working unsupervised.
- High level of participation and commitment to team goals.
- Promotes and complies with Council policies and procedures.
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure.
- Required to undertake the responsibilities of an authorised person to exercise powers to achieve public compliance (pursuant to local government legislation).

## **WORK HEALTH AND SAFETY**

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All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

## WHAT'S IN IT FOR YOU?

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When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

## WE AT ISA...

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We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

## HOW TO APPLY

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### What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

### Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au)
- *Both word and PDF are accepted file formats.*

### Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

<b>Creation Date</b>	8 August 2023
<b>Reviewed Date</b>	17 October 2023
<b>Contact</b>	Maurice Thompson – Acting Coordinator 07 4747 3200
<b>Closing date</b>	16 June 2024