



Ranger

PRA 20/13 Permanent, Full Time

The Position:

An excellent opportunity has arisen for a dynamic, experienced and qualified candidate to join the Shire of Broome in the role of Ranger. This position will report to the Coordinator Rangers.

The Ranger will be involved in providing a coordinated, efficient and quality Ranger Service to the Residents, Ratepayers and Visitors to the Shire and to ensure that equitable and transparent enforcement is carried out. As part of the Ranger Services team, this position will assist the Coordinator Ranger Services with the successful delivery of the full range of Ranger services responsibilities in accordance with established legislation, policies and procedures to make the Shire a cleaner, safer and more pleasant place in which to live for the long-term enhancement of the community.

A full job description is contained within this Job Application for those suitably qualified candidates looking to apply and join the dynamic team here at the Shire of Broome.

The Person We Seek:

The preferred candidate will have previous experience in the field of law enforcement and the ability to apply quick judgement and a strong sense of diplomacy. A high level of technical skill and expertise is required as you will be expected to become familiar with and operate competently, a wide variety of equipment including the latest electronic technology. You will naturally possess excellent written and verbal communication and the ability to learn new systems of work, as well as sound customer services skills.

What the Shire of Broome Offers:

Broome is one of the most stunning places in Australia. It has magnificent beaches and a natural environment that boasts desirable lifestyles, active and dynamic cultural, social and sporting scenes, with all the features and benefits of a small city.

The Shire of Broome offers attractive remuneration including superannuation benefits of up to 21.5%, professional development and salary sacrifice options.

For more information on salary and employment conditions please refer to the Shire of Broome employment page <http://www.broome.wa.gov.au/Home> and view the Job Application Pack.

How to Apply:

Completed Job Applications are to be submitted through Shire's website at <http://www.broome.wa.gov.au/Home>

For more information contact People and Culture on 08 9191 3456 or email to hr@broome.wa.gov.au.

For more information on Broome visit: <http://www.youtube.com/watch?v=QomGobdAv9o> and <https://vimeo.com/125221394>.

Application Deadline:

Applications for this position are to quote **PRA 20/13** and are to be received no later than **4:00 pm Thursday, 1 October 2020**.

***Previous candidates need not reapply.*

Position Details

Ranger

Thank you for your enquiry regarding our position advertised. To apply for this position, include all of the following attachments with a copy of your resume:

1. **A Cover Letter** introducing yourself and explaining why you are applying for this position.
2. **Key Selection Criteria**, located on the last page of the Position Description contained within this Job Application package. For further information please see 'Hints for Key Selection Criteria'.
3. **A current resume** with the details of your previous work history, qualifications, and other competencies including knowledge, skills and abilities you think are relevant to the position.
4. **Professional referees**: A minimum of two referees must be obtained from direct reports, being either a supervisor or manager responsible for overseeing the day to day performance of the candidate from the last two employers. The Shire reserves the right to request up to a maximum of two additional reference checks if required.

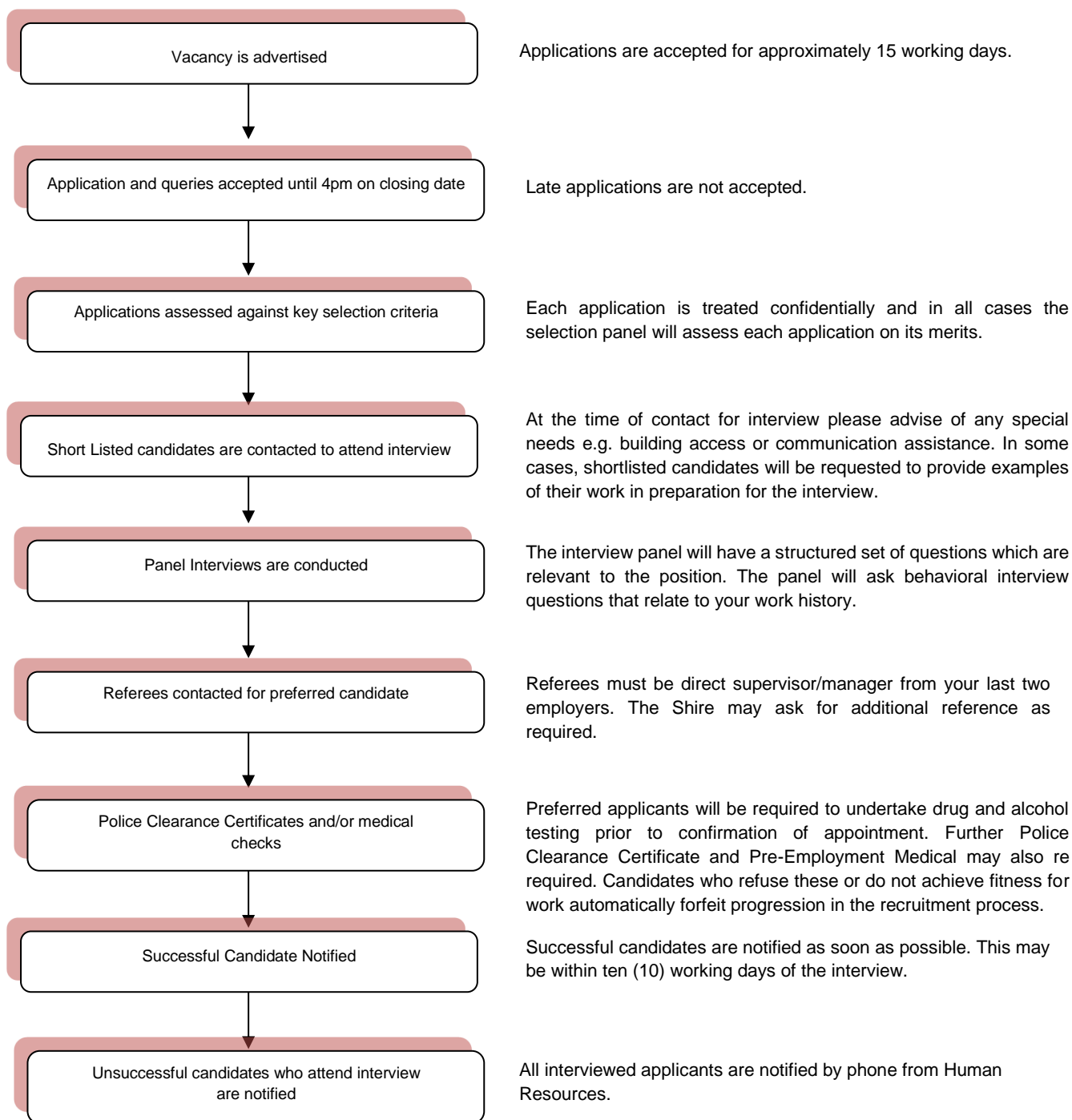
Hints for Key Selection Criteria:

To be considered for an interview, your application must address the Key Selection Criteria. There is no right or wrong way to format your written application however the purpose of the Key Selection Criteria is to identify how well your knowledge, skills and abilities relate to the position. Write your application to address each key selection criteria detailing how your previous employment and qualifications are suitable to the role.

The following information is a guideline to the type of information required in your detailed response:

- Each key selection criteria should comprise of two or three paragraphs to support the details contained in your resume.
- Only include relevant information to reduce non- essential information. Be clear and concise.

The Recruitment/Selection Process



Please note due to the high volume of applications received, only applicants short-listed for interview will be contacted by the People and Culture team. To those applicants not shortlisted, we extend our appreciation for considering The Shire of Broome as a potential employer.

Please Note: Canvassing of Councillors will disqualify. Where required, the successful applicant is required to provide evidence of all claimed qualifications prior to commencing employment.

Annual Remuneration Package

Salary Level: 4.1	\$68,330
Broome Location Allowance, Level 4 and below:	\$6,214
Cash component:	\$74,544
Super 9.5%	\$7,081
Total Package Value:	\$81,625

Industrial Agreement:

Employment conditions are in accordance with the Shire of Broome Inside Staff Enterprise Bargaining Agreement.

Broome Location Allowance:

The Broome location allowance is an extra cash benefit paid to employees in addition to their salary level and forms part of your standard fortnight salary.

Relocation Reimbursements:

The Shire does not provide relocation assistance for this position.

Salary Sacrifice Package:

The Shire offers individualised Salary Sacrificing arrangements available through the Salary Packaging Guide.

Hours of Work:

This position is required to work on average up to 80 hours per fortnight, working on average 8 hours per day, inclusive of a break of 45 minutes for lunch. The current Ranger Services operating hours are 6.00am to 6.00pm, 7 days per week as per rotating roster including weekends and public holidays

Overtime:

No overtime is payable unless you have prior approval, authorised in writing, from your Coordinator.

Rostered Days Off (RDO's)

Administration Employees who work eight (8) hours per day may accrue 0.4 days towards one RDO per four (4) weeks, totaling twelve (12) Rostered Days off per annum. Employees may accumulate no more than two RDO's.

Annual Leave:

Employees will be entitled to twenty five (25) days annual leave after twelve (12) months continuous service. In addition, a 17.5% loading is paid on four (4) weeks both in proportion to the hours worked. You will also be entitled to two (2) days travel leave after twelve (12) months continuous service.

Personal Leave:

You will be entitled up to fifteen (15) Personal / Carer's leave days per year.

Long Service Leave:

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

Uniform Policy:

Employees are currently provided with a uniform in accordance with the Shire of Broome Inside Staff Enterprise Agreement.

Broome Recreation and Aquatic Centre (BRAC) Membership:

The Shire of Broome values a healthy, active workforce and acknowledges the many flow on benefits of having a healthy workforce. Employees shall be provided with an Adult Access or a Family Membership to the Broome Recreation and Aquatic Centre whilst they are an Employee.

Superannuation:

Superannuation Guarantee: Council currently contributes 9.5% of fortnightly salary.

Additional contributions (optional):

Council currently contributes up to an additional 6% (to a total of 15.5%) of fortnightly salary when an employee contributes a minimum of 6% of their fortnightly salary. If this option is taken, there is 21.5% contributed to the employee's Superannuation account; 15.5% from the Employer and 6% from the employee.

Probationary Period:

A three-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the manager/supervisor for an additional period of no greater than three months.

Performance Appraisal:

Appraisals are undertaken annually by the Coordinator.

Police Clearance Certificate:

The preferred applicant for this position will be asked to obtain a National Police Clearance Certificate through WA Police. People with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits. For more information please contact the People and Culture department at the Shire of Broome.

Pre- Employment Medical:

The preferred applicant for this position will be asked to complete a medical questionnaire and may be required to undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Broome. Preexisting illnesses will not exclude potential candidates from the recruitment process. For more information please contact the People and Culture department at the Shire of Broome.

Code of Conduct:

Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and policies as adopted and modified from time to time.

Position Description

Position Title:	Ranger
Classification:	Level 4
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Development Services
Location:	Administration Centre
Date reviewed:	July 2020
Approved by:	Manager Environmental Health, Emergency & Rangers

Commitment to the Shire

Our Vision for the Shire of Broome:

A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment.

Our Mission:

To deliver affordable and quality Local Government services.

Our Values are:

<i>Communication:</i>	Actively consult, engage and communicate with, and on behalf of the community
<i>Integrity:</i>	Be honest, equitable and ethical in all our dealings.
<i>Respect:</i>	Recognise and respect the individual and unique requirements of all people, cultures and groups.
<i>Innovation</i>	Drive change through leadership and energy.
<i>Transparency:</i>	Be open and accountable in all our activities.
<i>Courtesy:</i>	Provide courteous service and helpful solutions.
<i>Code of Conduct:</i>	For Council Members, Committee & Working Group Members and Employees (as amended)

Position Purposes and Objectives

To provide a consistent, equitable, transparent and customer service focused Ranger service to the Shire's residents, businesses and visitors.

Position Key Responsibilities and Duties

Ranger services/Enforcement:

- To undertake daily functions as directed by the Ranger Coordinator.
- Contribute to the development and implementation of special operations that promote voluntary compliance and improve services.
- Patrol the district and to undertake both proactive and reactive regulatory functions, as a delegated and/or authorised officer, under the following pieces of Western Australian legislation:
 - Dog Act 1976
 - Cat Act 2011
 - Local Government Act 1995
 - ⊖ Local Government (Miscellaneous Provisions) Act 1960
 - Litter Act 1979
 - ⊖ Caravan Parks and Camping Grounds Act 1995
 - ⊖ Control of Vehicles (Off Road Areas) Act 1978
 - ⊖ Bush Fires Act 1954
 - ⊖ Emergency Management Act 2005
 - ⊖ Shire of Broome Local Laws
- Other general Duties: Attend Court to give evidence when required in relation to any of the above duties, perform security patrols of Council facilities as and when required and to perform appropriate administrative duties.
- Roster/Employment Conditions: The position holder is required to work in a rotating seven (7) day roster as specified in the Conditions of Employment. The roster will include working on weekends and public holidays. There may be restrictions on annual holidays during the dry season from May to September. To undertake other functions as required.
- Undertake other duties as required by the Coordinator Rangers or Manager Environmental Health, Emergency and Rangers

Corporate / Customer Interface

- Treat all public and staff members in a courteous and respectful manner to ensure public relationships are maintained to a high level of professionalism.
- Ensure all public enquiries are responded to in a courteous and effective manner and / or directed to Supervisors/Managers when deemed necessary.
- Provide input into the development of Ranger Services Service Plans and Standard Operating Procedures.
- Work collaboratively with other Shire Divisions, as required, to achieve organisational goals.
- The Health, Emergency and Ranger department team is a customer focused service and Rangers are required to answer queries about Council activities by telephone, personal contact or written correspondence as required. Where relevant maintain effective and co-operative communication with, businesses, ratepayers and other major stakeholders, to ensure ethical and transparent working relationships are maintained in carrying out Council policy.

- Contribute to the development of information that promotes voluntary compliance and presentations to schools and community groups.

Organisational Responsibilities

Human Resource Management

- When required, relieve positions within the department during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Undertake other activities including undergoing training and development as required for execution of the role.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice.
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not wilfully place at risk the health or safety of any person in the workplace.
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- Participate and contribute to Technical Advisory Groups and other Shire committees.
- To undertake other special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Coordinator Ranger Services
Internal Contacts:	Manager Environmental Health, Emergency & Rangers All staff as required
External Contacts:	Public/Ratepayers Local Vets WAPOL Local Community Groups Chief Bush Fire Control Officer Bush Fire Brigade Police DFES Department of Parks and Wildlife (DPAW) School Staff Other Local Governments St John Ambulance Broome Hospital
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Demonstrated high level of customer service and conflict resolution skills
- Demonstrated ability to work within a multicultural community
- Demonstrated ability to interpret and apply legislation
- Demonstrated ability to work proactively as part of a team
- Demonstrated ability to show initiative
- Demonstrated written and verbal skill
- Demonstrated commitment to occupational safety and health ideals

Qualifications and/or Training

- Current unrestricted 'C' class national driver's licence.
- Police Clearance:
 - To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant, however, a notation of sighting the original certificate will be kept on the employee's personal file.
 - Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.

Desirable:

- Relevant qualifications as a local government ranger or another form of regulatory investigation
- Experience working in a local government environment
- Experience as a local government bush fire control officer
- Ability to operate a manual 4wd vehicle