

Position Description

Ranger – Illegal Waste



Branch	Compliance and Regulation	Position Grade	9
Division	Community and Place	Position Status	Fixed Term Contract – Full time
Reports To	Team Leader Ranger Services	Standard Hours Per Week	38
Direct Reports	Nil	Position Delegations	Yes
Indirect Reports	Nil	Position Budget Responsibility	Nil
Position Number	1PD066	Award	Local Government (State) Award
Date PD Authorised	October 2022	Award Band	Admin Band 2 Level 2

The Opportunity

The position of Ranger (Illegal Waste) actively undertaken the business functions associated with:


The investigation, regulatory enforcement, and education associated with illegal waste throughout the Local Government Area.

Project management and administration of the Council's key commitments under the Regional Illegal Dumping Program Action plan 2022-2027 (RID) and associated grant funding.

The position will assist the Team Leader of Ranger Services by anticipating a business transformation model to achieve change and succeed in accomplishing agreed service delivery outcomes.

Key Responsibilities

- Comprehensively manage grant and project funding relating to the Regional Illegal Dumping Program Action Plan 2022-2027 (RID), including project planning, stakeholder engagement, monitoring, reporting, and acquittal.
- Administer illegal dumping reports in Council's corporate record management systems and the Regional Illegal Dumping Program Information System (RID online)
- Investigate internal and external complaint reports of illegal waste in a responsive and professional manner and provide a professional, responsive level of customer service, conveying clear and accurate information to the customer.
- Undertake proactive patrols of the Shire looking for illegal waste and identifying and monitoring hotspots.

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- Maintain current knowledge of relevant legislation including Protection of the Environment Operations Act 1997 (POEO), Local Government Act 1993, and Surveillance Devices Act 2407.
 - Provide a high level of administrative support to the Team Leader Ranger Services and Manager Compliance and Regulation including generating statistical reports, the purchasing of new equipment relating to illegal waste and associated procurement processing, and performing other administrative functions as required.
 - Actively and competently participate in, at an operational level, the assigned business functions of the section. The position will be responsible for the detection, investigation and remedy of illegal waste and the Regional Illegal Dumping Program Information System (RID online) in accordance with assigned delegations.
 - Actively participate and provide assistance in the design and implementation of community education and awareness programs to promote the EPA's RID initiative and reduce the incidence of illegal dumping in the Wingecarribee LGA.
 - Use regulatory tools and techniques in order to ensure that compliance outcomes are achieved in a timely and professional manner including gathering evidence and conducting interviews, issuing statutory notices, orders and penalty infringements, preparing briefs of evidence and presenting evidence in Court if required.
 - Represent Council in the Southern Councils Group's Regional Illegal Dumping (RID) Prevention Program and other professional groups as required.
 - Other duties as directed by the Team Leader Ranger Services and the Manager Compliance and Regulation.

Note: An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

Essential Criteria

1. Experience in Compliance/Ranger activities.
2. Current Class C Driver's License.
3. Computer literacy in Microsoft Office programs and ability to operate other computer systems as required.
4. High level of oral and written communication skills.
5. Well-developed conflict resolution skills.
6. Ability to prepare, compile and write up legal briefs.
7. Demonstrates a proactive approach to workplace health and safety requirements as relevant to the work of the team.

Desirable Criteria

1. Knowledge of the SEINS system and experience issuing Penalty Notices.
2. Demonstrated experience in the use of surveillance equipment.



Physical Requirements

The position may have some or all of the following requirements:

- Keyboarding / Data Entry (repetitive)
- Sitting for lengthy periods (repetitive)
- Climbing stairs (within building)
- Working in a dusty environment
- Working in areas of obnoxious odours
- Working in a noisy environment with adequate hearing protection
- Repetitive work – sitting, standing, driving
- Working in inclement weather

Capabilities

Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all employees.






Council’s Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

Essential and Focus Capabilities

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	Display Resilience & Adaptability	N/A
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	N/A
	Deliver Results	Advanced
 Resources	Finance	N/A
	Assets and Tools	Adept
	Technology and Information	N/A
	Procurement and Contracts	N/A
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Intermediate



Acknowledgment

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

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Employee Name (Print)

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Witness Name (Print)

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Signature

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Signature

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Date

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Date