



RANGER / EMERGENCY SERVICES OFFICER

Permanent, Full Time Opportunity

The Shire of Boddington vibrant, connected and evolving local government. Our Development Services team is dedicated to the creation and ongoing enhancement of a safe, accessible and inclusive community through responsible development of our natural environment.

Our Ranger / Emergency Services Officer plays a vital role within this team, dually responsible for strengthening community resilience and furnishing their response to natural disasters and emergencies; as well as supporting compliance through the education of community members regarding state legislation and Local Laws, Acts and Regulations.

Key responsibilities include:

- Developing and maintaining effective partnerships to consolidate a best practice approach to emergency management delivery between the Shire, Department Fire Emergency Services, Volunteer Bush Fire Brigades, Volunteer State Emergency Services and the community
- Proactively supporting and educating the community to ensure compliance of relevant Acts, Regulations and Local Laws relating to animal and livestock management, abandoned vehicles, litter, fire prevention, off road vehicles and other areas

A competitive annual salary package of up to \$95,291 is on offer, inclusive of:

- Cash component of up to \$73,784
- Generous superannuation (up to 22.5%, with superannuation co-contribution scheme)
- Commuter use of Ranger Vehicle

Applicants are requested to provide their resume; a statement addressing the Essential Selection Criteria (not more than two pages) and a cover letter that clearly outlines their experience and suitability as well as their ability to meet the requirements of the role.

To apply for this role, please refer to the Application Package in the following pages for details. Applications can be submitted via email to lauren.portman@boddington.wa.gov.au.

For further information regarding this role, please contact Julie Burton, Chief Executive Officer on 9883 4999.

Applications will close at 4pm on Tuesday 6 June 2023.

The Shire of Boddington reserves the right to commence interviews prior to the closing date for applications. Only shortlisted candidates will be contacted.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities on the basis of qualifications, values and business needs.

REMUNERATION DETAILS

1. REMUNERATION

Item	Lower Limit	Upper Limit
Salary	\$ 69,931	\$ 73,784
Superannuation (10.5%)	\$ 7,343	\$ 7,747
Matching Superannuation (6%)	\$ 4,196	\$ 4,427
Uniform Allowance (\$440 per annum)	\$ 440	\$ 440
Commuter Use of Ranger Vehicle	\$ 8,893	8,893
Total	\$ 90,802	\$ 95,291

2. EMPLOYMENT BASIS

Permanent, Full Time

3. HOURS OF WORK

Up to 76 hours per fortnight, plus callouts

4. ANNUAL LEAVE

Four (4) weeks annual leave

5. PERSONAL LEAVE

Ten (10) days per year

6. LONG SERVICE LEAVE

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

7. SUPERANNUATION

- a) Superannuation Guarantee 10.5%
- b) Matching up to an additional 6%

8. PROBATIONARY PERIOD

A six (6) month probationary period is applicable to this position

9. OTHER REQUIREMENTS

- Provision of satisfactory National Police Clearance (issue date within the last three months).
- Satisfactory completion of a pre-employment medical prior to commencement

INFORMATION FOR APPLICANTS

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview.

To enable a valid assessment of your application, it must include the following information:

Covering Letter

A covering letter introducing yourself and explaining why you are applying for this position. This is an opportunity to detail your ability to meet the requirements of the role.

Selection Criteria Responses

This is the most important part of your application. To be eligible for consideration, an applicant must meet all essential selection criteria as part of the shortlisting process. Although there is no specific requirement in the formatting of responses, all selection criteria must be addressed. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position.

Resume (Curriculum Vitae)

Your resume should demonstrate your suitability for the position and contain the following information:

- personal details – e-mail address, name, postal address, contact telephone number/s;
- summary of work experience including dates and details of tasks performed in each position, commencing with the most recent;
- education and training relevant to the position, including photocopies of relevant formal qualifications;
- any activities you have undertaken outside of work which are relevant to your application; and
- details of **at least two referees** who can provide comments on your work performance

Referees

The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

Other Documents

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Contact Details

Please provide a telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

POSITION DESCRIPTION

1. TITLE

Ranger/Emergency Services Officer

2. DEPARTMENT

Development Services

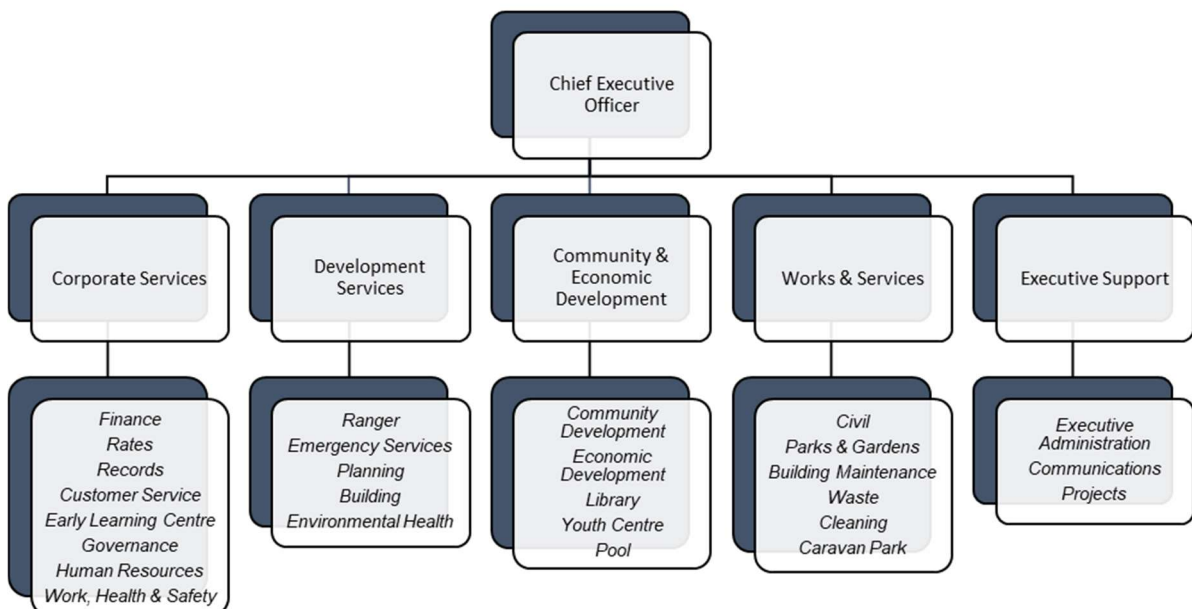
3. SALARY AND CONDITIONS

Salary and Conditions as per the Local Government Officers (WA) Award 2021

4. ORGANISATION RELATIONSHIPS

Responsible To Executive Manager Development Services
Internal Liaison Colleagues
External Liaison Local Residents; Local Organisations;
State Departments & Organisations as appropriate

5. BUSINESS UNIT STRUCTURE



6. KEY RESPONSIBILITIES

Ranger

- Coordinate the day to day activities of ranger services, including animal management (small and large), parking, compliance activities, livestock, litter and illegal dumping
- Enforce the provisions of relevant Acts, Regulations, local laws and policies
- Conduct regular high visibility patrols of the Shire, including identified hot spot areas

- Issue infringement notices in respect of relevant Acts, Regulations and local laws
- Maintain a high levels of customer service in dealing with the Boddington community at all times
- Ensure the day-to-day running of the Shire's CCTV network in line with appropriate policies and procedures
- Develop and maintain effective stakeholder relationships both internal and external
- Attend Court, representing the Shire where necessary
- Act as a point of contact for customers and stakeholders and respond to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution in accordance with established timeframes
- Conducts investigations, inspections and assessments of compliance relating to ranger service matters
- Respond to after-hours call outs, including building alarm activations and reports of incidents
- Lead community education initiatives relevant to the position

Emergency Services

- Coordinate and contribute to the review, update and implementation of the Shire's emergency management plans and associated documentation, including Local Emergency Management Arrangements (LEMA) and Local Recovery Plans
- Coordinate applications and reporting under various grant programs, including the Emergency Services Levy funding
- Manage the firebreak compliance program, including education, inspections, issue of infringements, coordination of contractors, and assessment of applications for firebreak variations
- Facilitate Local Emergency Management Committee and Bushfire Advisory Committee meetings
- Develop and assist in the delivery of community education programs relevant to emergency services
- Manage and take responsibility for the physical and financial resources of emergency volunteer groups. Including undertaking procurement and provision of PPE
- Coordinate the development and implementation of a structured training matrix, induction and on boarding program for all Shire Bushfire Volunteers
- Implement Work Health and Safety policies, procedures and processes across all Shire Bushfire Brigades
- Establish and maintain an effective working partnership with the Department of Fire and Emergency Services to ensure compliance with all training requirements, departmental technical directions, new legislation, etc
- Maintain knowledge of current legislation, standards, policies, guidelines and better safety practices and ensure the Shire's activities comply with regulatory obligations

Other Duties

- Any other duties consistent with the level of this position and the principles of multi-skilling including providing assistance to the Development Services Team, if and when required

7. GENERAL RESPONSIBILITIES

- Adhere to the Shire's policies, procedures and code of conduct
- Contribute to the attainment and development of relevant Corporate and departmental goals and objectives
- Promote a harmonious working environment respecting all others
- Work in accordance with the Shire's Work Health & Safety policy and make a proactive contribution to WHS

Occupational Health and Safety

- Comply with the Shire's Occupational Safety and Health Policy and Procedures and Work Injury Management Program
- Actively participate in the Shire's risk management program, performance review and continuous improvement program
- Conform with duty of care requirements, by ensuring safety of self and of others through the prevention of any adverse acts or omissions
- Comply with safety procedures and directions agreed between management and employees
- Not willfully interfere with or misuse items or facilities provided in the interests on safety and health
- Use, store and maintain items, equipment and facilities provided in the interests of safety and health in manner as properly instructed
- Report potential and actual hazards and accidents/incidents, including near misses, in accordance with Shire procedures
- Cooperate with the employer in the carrying out of their safety and health obligations under relevant Acts and Legislation

8. EXTENT OF AUTHORITY

This position operates under the general direction of the Executive Manager Development Services within established guidelines, policies and procedures of Council.

9. SELECTION CRITERIA

Essential

- Relevant experience (minimum two years) in a similar role within a Local Government context
- Developed sense of initiative, ability to work autonomously as well as in a team environment
- Highly developed negotiation, problem solving and conflict resolution skills to enable effective liaison with all people at all levels and to persuade others to adopt particular methods or strategies where conflicting interests or opinions arise
- Well-developed written skills, including demonstrated experience in report or grant writing
- High level of computer proficiency including Microsoft Word, Excel, email and internet applications
- Knowledge of the practical application of Work Health and Safety measures in the workplace

Desirable

- Qualifications in a relevant discipline such as Regulatory Services or Emergency Management
- Current First Aid Certificate
- Relevant experience with firearm safe handling and/ or relevant licenses

Employment Prerequisite

- Must be able to pass a pre-employment medical
- Must be physically fit, able to walk and stand for long periods of time
- Satisfactory National Police Clearance (issued within the last three months)
- Current "C" Class Drivers Licence