



POSITION DESCRIPTION

TITLE: RANGER

LEVEL: BAND LEVEL 3/4

RESPONSIBLE TO: SUPERVISOR REGULATORY SERVICES

Position Status:	Continuing Employment – Full Time		
Position Approved by:	<u>R. C. L.</u>	Date:	14/09/2026
	Rebecca Taylor, Director Governance and Community		

POSITION OBJECTIVES:

To administer and enforce the Litchfield Council Dog Management By-laws and other relevant legislation in accordance with Council policy and procedures to ensure public safety and protection of amenities within the Litchfield Municipality.

KEY RESPONSIBILITIES:

- Enforce provisions of relevant legislation, including Local Government Act and Regulations, NT Traffic Regulations and Council By-Laws.
- Undertake routine investigations relating to animal management and enforcement.
- Prepare and issue letters, warning and infringement notices.
- Undertake animal management duties, including but not limited to:
 - pound management and cleaning;
 - animal capture and control;
 - microchipping;
 - site inspections;
 - patrols; and
 - trapping and euthanasia of animals when required.
- Assist with data collection and reporting on the progress and status of Regulatory Services.
- Provide high level of customer service when responding to correspondence and complaints and ensure that these are investigated in a thorough, prompt and fair manner.
- Support and promote a strong customer service and animal education focus, providing advice and information to staff and the general public.
- Represent Council at relevant community and industry associated meetings, events and workshops.

- Prepare materials for and present dog awareness programs at local schools.
- Ensure relevant records are effectively maintained using Council's record management system including relevant registers, procedures and processes are in place.
- Develop and maintain effective relationships with relevant internal and external stakeholders relating to Regulatory Services.
- Meet all Work, Health and Safety requirements and follow appropriate safety and health practices for self and others.
- Ensure the safety, security and safe operation of any required firearms/weapons (if licensed).
- Other duties as required.

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Reports to the Supervisor Regulatory Services.
- Authorised Officer under the Local Government Act.
- Maintain a high level of confidentiality.
- Accountable for the recording of information and all records pertaining to Regulatory Services and maintaining confidentiality of sensitive information.
- Accountable for procurement activities, in accordance with Council's Procurement Policy.

JUDGEMENT AND PROBLEM SOLVING:

- Requires the ability to understand and implement legislation, including the Local Government Act and By-Laws.
- Assessment and decision making in relation to complex issues to consider all relevant information and options available.
- Assessment of and ability to appropriately euthanise and capture animals when required, including in the field with use of firearms (if licenced).

SPECIALIST KNOWLEDGE AND SKILLS:

- Sound computer/data entry, numeracy and literacy skills.
- Physical ability to walk and run on occasions on a variety of surfaces and lift medium sized dogs (up to 20kg).

MANAGEMENT SKILLS:

- Ability to work as both part of a team and independently.
- Ability to utilise initiative in researching and analysing information.
- Ability to manage and report on minor projects.
- Ability to support a safe work environment and adhere to Council's policies and procedures.
- Ability to embrace change and continual improvement.
- Ability to manage competing deadlines.

INTERPERSONAL SKILLS:

- Ability to positively engage and consult with a diverse range of people and resolve issues.
- Sound verbal and written skills and the ability to competently liaise at all levels.
- Persuasive communication skills to effectively enforce legislation and reconcile conflicting opinions.

QUALIFICATIONS AND EXPERIENCE:

- Relevant experience in government investigations, animal management and behaviour, or ability to acquire.
- Experience in dog handling, dog behaviour, trapping and transport, or ability to acquire.
- Experience in conflict resolution, negotiation and mediation, or ability to acquire.
- Experience in the application and administration of legislation used by local government Rangers.
- Experience in conducting investigations, gathering and documenting evidence, compiling reports and preparing warrants, or ability to acquire.
- Current NT driver's licence.
- Current Working with Children's Card, or ability to obtain within 1 month of commencement.

KEY SELECTION CRITERIA:

- Relevant qualification and/or experience in government investigations, animal management and behaviour.
- Knowledge of Local Government and the functions of Regulatory Services.
- Experience in dog handling and related field work required to be undertaken by Rangers.
- A positive attitude and a commitment to deliver quality customer service.
- Experience in negotiation, assessment and problem solving to efficiently and appropriately resolve complex and sensitive issues.
- Undertake pre-employment medical and National Police Clearance.
- Current Firearms license or the ability and willingness to obtain.

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment – including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee:

Date: