



MAJU PULU KITA | ADVANCE OUR ISLANDS

## Position Description

Position	Assistant Ranger
Section	Governance and Risk
Award / Agreement	Local Government Industry Award 2020
Classification (Level)	Level 1
Term of Employment	Fixed Term Contract
Location	Across all jurisdictions in the Shire of Cocos (Keeling) Islands
Reports to	Ranger
Number of Direct Reports	Nil

## The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance

General Purpose Funding

Law, Order and Public Safety

Health

Education & Welfare

Housing

Community Amenities

Recreation & Culture

Transport

Economic Services

Other Property & Services

## Vision & Values

### MAJU PULU KITA | ADVANCE OUR ISLANDS

**SERVICE.** Provide the best service we can. We serve the community and each other.

**ACCOUNTABILITY.** We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

**SUPPORT.** We support our team and our community. Look for opportunities to help each other.

**RESPECT.** We respect and value others. Our interactions are always respectful towards others.

**INTEGRITY.** We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

**ACHIEVEMENT.** Being Proactive and enabling the outcomes. Be creative and think outside the square.



### **Position Objective**

- To assist the Shire Ranger in providing a quality regulatory service provision to the Shire of Cocos (Keeling) Islands.
- To assist the Ranger in the provision of ethical, cultural and corporate development of the Shire in accordance with the Local Government Act and relevant legislation
- To work with other crew members in a safe and secure manner that complies with the Occupational Safety and Health Act 1984 and Regulations

### **Primary Responsibilities**

- Demonstrate a commitment to and advancement of the Shire's Purpose and Values (see above).
- Assist the Shire Ranger in undertaking feral animal and pest management activities.
- Provide support to the Shire Ranger in relation to the areas of responsibility.
- Acts to develop and maintain an awareness of Work Health and Safety responsibilities relevant to a staff member's duty of care.
- Assist the Shire Ranger undertake compliance with regards to the Local Laws, Acts and Regulations.
- Conduct duties in a manner that promotes good community relations.
- Assist the Ranger in managing the storage and security of Ranger's equipment.
- Work with the ranger to supply community information relating to current projects, programs and areas of responsibility.
- Assist with the co-ordination of community programs.
- Report to the Shire Ranger on outcomes and relevant matters.
- Assist consultants on request from the Shire Ranger.
- Undertake other duties as required by the Shire Ranger, within known skills, knowledge and capabilities.
- Commit to ongoing Local Government Regulatory Services training when required.

### **Required Knowledge & Skills**

- Sound written and verbal communication
- Good interpersonal/public relations
- Good organisational and administrative
- Time management
- Good computer skills, technology and word processing

## Required Qualifications & Experience

- Current C class drivers' licence

## Organisational Relationships

Reports to	Ranger
Supervises	Nil
Internal stakeholders / relationships	Works & Services team
External stakeholders / relationships	Cocos (Keeling) Islands community members

## Accountability and Extent of Authority

- Works under General Supervision
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
  - *Equal Opportunity Act 1984*
  - Delegation Register
  - Code of Conduct (including Confidentiality & Privacy)
  - Customer Service Charter
  - Drug & Alcohol Policy
  - Occupational Safety & Health Policy

## Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

- Ensure compliance with the provisions of the *Occupational Health and Safety Act 1984* and the *Occupational Safety and Health Regulations 1996* at all times.

## Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

## Variations to Conditions of Employment

- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.

## Acknowledgement



I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as a fully comprehensive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire's processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name \_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date \_\_\_\_\_

*Authorised By*  
Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_