

# Positions Vacant

## Ranger

**Position will remain open until filled.**

### How to Apply

#### 1. Cover Letter

Provide a cover letter outlining your experience and reason for wanting to apply for this position.

#### 2. Selection Criteria

Address the essential selection criteria listed in the position description

#### 3. Resume

Provide a resume, which includes

- Education and Qualifications
- Professional Development (any other courses you have completed or are enrolled in)
- Computer skills and software packages, you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card (if you hold one)
- Name and contact details of two referees

#### 4. Submit your application by

Applications can be emailed to [employment@napranum.qld.gov.au](mailto:employment@napranum.qld.gov.au) or delivered in person to the Napranum Council reception at 320 Wa-Tyne St Napranum.

**Please note: applications that are submitted without a cover letter or information addressing the selection criteria may not be considered.**

# Position Description

Title:	Ranger	Classification Level	Level 3
Department	Environment and Sustainability	Award	Queensland Local Government Industry (Stream B) Award – State 2017
Reports To:	Ranger Coordinator	Location	Napranum
Nature of Employment	Full-Time		

## PRIMARY POSITION OBJECTIVE/S

- To undertake environmental activities on the Napranum DOGIT Lands and other areas of responsibility on behalf of Napranum Aboriginal Shire Council on western Cape York Peninsula.
- To participate in Council initiated land-based projects; and
- To provide support and advice to Traditional Owners in all areas of land and cultural heritage management.

## NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

<b>Local Participation</b>	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
<b>Mutual Respect and Trust</b>	Building and maintaining positive relationships that are based on mutual respect and trust.
<b>Professionalism</b>	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
<b>Pride</b>	We are demonstrating our pride by connecting with the community and celebrating our successes.
<b>Listening to Our community</b>	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
<b>Accountability</b>	We are taking ownership for the decisions and actions that impact our community.
<b>Innovation and Continuous Improvement</b>	We show leadership and encourage new initiatives and a culture of continuous improvement

## JOB RESPONSIBILITIES

- Conservation and monitoring of threatened species on the Napranum DOGIT and other areas of responsibility on behalf of Napranum Aboriginal Shire Council;
- Protection of Australia's national biosecurity;
- Ensure effective feral animal and weed control on Napranum DOGIT lands and other areas of responsibility on behalf of Napranum Aboriginal Shire Council;
- Protect cultural heritage sites on Napranum DOGIT lands and other areas of responsibility on behalf of Napranum Aboriginal Shire Council;
- Document work both in written and electronic forms;
- Assist management with the production of reports;
- Provide public information in support of council's visitor management policies;
- Participate in professional/in services activities and personal development activities;
- Liaise with Traditional Owners to provide feedback, advice and information in all areas of land and cultural heritage management;
- Assist with emergency management in accordance with Council plans;
- Maintain positive relationships with other team members;
- Attend meetings as required, and contribute by sharing ideas, issues, concerns, etc;
- Maintain a high level of confidentiality at all times;
- Represent the Council in a positive and responsible manner at all times;
- Adhere to, and enforce obligations under the *Work Health Safety Act 2011* or as amended;
- Comply with all council policies and Code of Conduct; and
- Conduct activities and duties consistent with skills, competence and training.

## PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Ranger Coordinator.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Be prepared to camp in remote areas to perform tasks as required.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

## CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

## SELECTION CRITERIA

### Prerequisite

- Possession of a current open "C" class licence (Car).

### Essential Experience/Qualifications

- Previous experience within an Indigenous community ranger group or other natural and cultural resource management agencies or organisations;
- Demonstrated experience effectively working and communicating in a cross-cultural environment;
- Effective communication skills and a positive attitude;
- Willingness to participate and work effectively in a team environment;
- Reliability and dependability;
- Knowledge and safe use of power tools, light machinery, chemicals etc;
- Broad knowledge of employer and employee responsibilities under the *Work Health Safety Act 2011* or as amended;
- Be physically fit and healthy to be able to meet requirements of the position;
- Be prepared to camp in remote areas to perform tasks as required.
- Current Queensland Children's Commission Blue Card or ability to obtain one; and
- Agree for a Commonwealth Police check (if required).

### Desirable

- Tertiary qualifications in land care management or similar discipline or equivalent experience;
- Hold current first aid qualifications or be willing to them; and
- Experience working in Aboriginal and/or Torres Strait Islander communities.

## EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

**NAPRANUM ABORIGINAL SHIRE COUNCIL  
APPLICATION PACK – RANGER**



They must also reflect Council's strong commitment to outstanding client service.