



JOB DESCRIPTION

Job Title:	Ranger Program Support Officer
Location:	As Required
Position Status:	Casual
Department:	Project Delivery Services
Reports to:	Program Team Leader
Salary:	L2

Your Role

In order to fulfil our mission, pursue our vision and in accordance with our vision, the [insert position title] is required to:

1. Work closely with the Ranger Coordinators and Rangers (Ranger Team), to support Rangers programs, where and as directed.
2. Participate as a member of the DSS team.
3. Undertake other duties, as directed

Your Duties

- 1. Work closely with the Ranger Coordinators and Rangers, to support Rangers programs, where and as directed.**
 - 1.1 Follow appropriate workplace health and safety procedures to provide a safe working environment;
 - 1.2 Assist parties to ensure works are completed within agreed timeframes and to agreed standards; and
 - 1.3 Keep CDG vehicles, equipment and premises secure and in good working order.
- 2. Participate as a member of the DSS team**
 - 2.1 Work closely with the Program Team Leader, the IPA Coordinators and PBC Support team to support trips and activities, and troubleshoot problems;
 - 2.2 Participate in DSS team meetings and other meetings as required;
 - 2.3 Adhere to all policies and procedures; and
 - 2.4 Other duties as directed by the Program Team Leader – West and/or PBC Support team.
- 3. Undertake other duties, as directed.**