

JOB DESCRIPTION

JOB TITLE:	Assistant Ranger		
GRADE:	SC4-SC5	SCP RANGE:	7-17
SECTION:	Green Spaces	DIRECTORATE:	Parklands
POST LOCATION:	Waterworks/ Holyfield Farm		

CRB REQUIREMENT:	Yes	CRB LEVEL:	Enhanced
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ACCOMMODATION:	n/a
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DRIVER'S LICENCE & BUSINESS USE INSURANCE REQUIREMENTS:	Casual user
CAR ALLOWANCE:	Casual user allowance
BUDGET LEVEL:	

REPORTING TO:	Ranger	POST No.	
RESPONSIBLE FOR:		POST No.	

POLITICALLY RESTRICTED POSTS:	
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PURPOSE OF ROLE

To assist Rangers with management and development of open spaces of the Park (natural and built up heritage areas), with a focus on specific Nature Reserves and in accordance with agreed service level specifications.

To participate in all activities necessary to promote the safe use and enjoyment of the Park by visitors whilst maintaining a balance between recreational use and nature conservation.

KEY RESPONSIBILITIES AND DUTIES

PEOPLE RESPONSIBILITIES (EXTERNAL – INCLUDING MEMBERS)

- To monitor and manage the use of the Park by visitors, patrol designated sites and provide assistance to Park visitors, including responding to any on-site emergencies and ensuring compliance with Park Byelaws.
- To assess and act upon visitor feedback and to assist Rangers with the development and management of User Groups and 'Friends of' Groups.
- To assist the Events Team and Rangers with the events programme, including small community events, to deliver events and presentations outside normal working hours to external groups, and to attend user forums and community meetings.
- To assist the Learning and Development section and Rangers to develop and deliver

<p>education programmes, including guided walks and talks.</p> <ul style="list-style-type: none"> To ensure that the Authority's Health & Safety regulations are met by all visitors to the Park.
<p>PEOPLE RESPONSIBILITIES (INTERNAL – INCLUDING CONTRACTORS & VOLUNTEERS)</p> <ul style="list-style-type: none"> To assist Rangers with the management, patrols and monitoring of designated sites in, including ensuring the Authority's Health & Safety regulations are met by all employees on site. To carry out checks in order to monitor and manage the safety and integrity of the Park's natural and built heritage, including the supervision of contractors in accordance with best value, good management and presentation of the Park, and the submission of Park Tracker reports. To assist Rangers with the induction and training of conservation and survey volunteers, corporate volunteers and work placements. To contribute to the content of leaflets, brochures and other marketing materials and publications, including the Authority web site.
<p>FINANCIAL RESPONSIBILITIES</p>
<p>OTHER RESOURCES RESPONSIBILITIES</p> <ul style="list-style-type: none"> To assist Rangers with planning and carrying out infrastructure audits in order to write and update Risk Assessments, Fire Risk Assessments, Risk Reduction Plans and Emergency Action Plans and to maintain and develop sites towards national awards e.g. Green Flag and Quest. To carry out minor routine repairs and maintenance of open spaces in accordance with good management and presentation of the Park, including Maintenance Performance Guide (MPG) checks and implementing and monitoring the Grounds and Maintenance specification. To assist Rangers with monitoring and managing wildlife habitats and species in accordance with the Park's Biodiversity Action Plan (BAP) and to help deliver the Park's Biodiversity Action Plan To maintain tools, equipment and vehicles to a high standard in order to ensure uninterrupted service. To maintain an accurate administration for all activities, including record keeping, filing and incident reporting.
<p>GENERAL</p> <ul style="list-style-type: none"> The above duties may be varied. Carry out all duties with regard to relevant legislation and the Authority's policies and procedures including:- <ul style="list-style-type: none"> The Authority's Health & Safety Policy The Authority's Standing Orders and Financial Regulations The Authority's Equal Opportunities Policy and related policies The Authority's Environmental protocols and related policies

KEY CONTACTS

INTERNAL CONTACTS / PURPOSE	EXTERNAL CONTACTS / PURPOSE
<ul style="list-style-type: none"> Rangers, Ranger Service Manager, for guidance and work planning. Other Assistant Rangers as colleague to co-ordinate and plan work. Volunteers and contractors to provide guidance and plan work. 	<ul style="list-style-type: none"> Visitors to the Park to provide information and guidance.

<ul style="list-style-type: none"> Other Authority employees (Learning & Development, Marketing and on-site) as colleague for joint projects. 	
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The Authority has the right to amend the job description in consultation with the post-holder to reflect changes in or to the job.

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Additional duties may be required from time-to-time that are not identified above and shall be appropriate to the nature, grade and demands of the job as described. The Job Description is current as at the date shown below. In consultation with the post-holder, it is liable to variation by management to reflect or anticipate changes in the job.

Sign off for Job Description and Person Specification

Job Description/Person Specification	Post Title	Date signed off
JD/PS Prepared by line manager		
JD/PS Agreed by second line manager		
JD/PS Agreed by HOS/AD by		
Consultation with post holder conducted by:		

PERSON SPECIFICATION

JOB TITLE:	Assistant Ranger
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KNOWLEDGE AND SKILLS	
ESSENTIAL	DESIRABLE
Knowledge	Knowledge
<ul style="list-style-type: none"> • Literate at a level that enables following procedures for a range of tasks, some of which can be complex in order to understand plans and instructions. • Numerate at a level that enables following procedures for a range of tasks, some of which can be complex, in order to order supplies and plan work. • Computer literate at a level that enables execution of straightforward tasks with administrative and office software. • Working knowledge of risk management practice. • Working knowledge of Health & Safety and child protection regulations and legislation. • Practical knowledge of the use of machinery and equipment related to horticulture and conservation. • Practical knowledge of best practice in horticulture and conservation. 	<ul style="list-style-type: none"> • Working knowledge of conservation legislation and regulations and their enforcement. • Basic knowledge of effective and efficient supervision practices. • Experience of working with volunteers and community groups. • Knowledge of recreation issues. • Good habitat & wildlife identification skills.
Qualification	Qualification
<ul style="list-style-type: none"> • GCSE English and Maths level C qualification or equivalent in experience and/or qualification. 	<ul style="list-style-type: none"> • NTPC Chainsaw • Pesticide Application • Boat handling
Experience	Experience
<ul style="list-style-type: none"> • Verifiable experience of administrative responsibilities and regulations. • Proven experience or working in a multi-cultural or multi-ethnic environment. • Proven experience of facing customers and/or providing customer services. • 	<ul style="list-style-type: none"> • Demonstrable experience of enforcing legislation and regulations. • Demonstrable experience of supervising both people and resources.
Problem Solving / Decision Making + Mental Skills	Problem Solving / Decision Making + Mental Skills
<ul style="list-style-type: none"> • Demonstrable ability to identify, analyse and solve varied problems and develop solutions in co-operation with others. • Verifiable ability to organise own work both independently and on the 	<ul style="list-style-type: none"> • Ability to delegate work and manage results.

<p>basis of instructions.</p> <ul style="list-style-type: none"> • Demonstrable experience of effectively dealing with complex, sensitive and varied customer demands. 	
Communication	Communication
<ul style="list-style-type: none"> • Demonstrable ability to exchange information concisely and intelligently, either written or orally, with a varied audience. • Proven ability to act conciliatory and be results-focused in disputes. • Verifiable ability to negotiate, influence or persuade for results. • Demonstrable ability to convey complex subject matter intelligibly to a wide variety of audiences. 	<ul style="list-style-type: none"> • Proven ability to train colleagues in their tasks and achieve lasting results.
Physical skills	Physical skills
<ul style="list-style-type: none"> • Proven ability to work a keyboard with dexterity and precision for several hours at a time. • Proven ability to drive a car responsibly and safely. • Demonstrable ability to use horticultural and conservation tools and equipment responsibly and safely. 	<ul style="list-style-type: none"> • Demonstrable ability to drive vehicles other than cars (tractors, motorboats) responsibly and safely. • Proven ability to use firearms responsibly and safely.

EFFORT AND DEMANDS	
ESSENTIAL	DESIRABLE
Mental demands	Mental demands
<ul style="list-style-type: none"> • Demonstrable ability to prioritise conflicting demands on a daily basis. • Demonstrable ability to focus on an issue at hand in a distracting environment on a daily basis. • Verifiable accuracy in checking, reporting and completion of administrative tasks. 	
Physical demands	Physical demands
<ul style="list-style-type: none"> • Demonstrable ability to work in physically awkward positions and confined spaces (carrying out repairs, working at heights). • Proven ability to work with a computer sitting at a desk for several hours at a time. 	
Emotional demands	Emotional demands
<ul style="list-style-type: none"> • Demonstrable ability to resolve conflicts decisively. • Proven ability to handle the emotional demands of others on a daily basis. 	
Work Environment	Work Environment

<ul style="list-style-type: none"> • Proven ability to work indoors (office, workshop), outdoors (open spaces) and in a vehicle for varying degrees of time. • Ability to work in a disagreeable, hazardous and unpleasant environment with frequent exposure to aggressive behaviour of people, chemicals, biological hazards and possible physical injury. 	
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Other requirements	Other requirements
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Full UK Driving License 	<ul style="list-style-type: none"> • First Aid qualification