

Hart job description and person specification

Job Description

Job title

Assistant Countryside Ranger

Department

Communities

Grade

D

Salary

£26,823.74 - £29,539.97

Manager

Senior Ranger

Job summary

Overview

To provide countryside services, including

- Supporting with the management of sites and delivery of management plans.
- Leading volunteers, work experience and other external groups and educational activities.
- To work with people under the age of 18, through work experience and volunteer placements. This includes regular training with students and potentially supervising them on a one-to-one basis. As such, an Enhanced DBS including the regulated activity check will be required.
- Promote the service and key council priorities positively.
- Provides support for events and other promotional/commercial activities

- Responding to enquiries.

Dimensions of Job

- To deliver quality countryside services for Hart District Council.
- To work evenings, weekends, bank holidays and callout as required.

Main responsibilities and activities

1. Supporting the ranger team to ensure that the management of all sites are carried out to the highest of standards, including (where appropriate) achieving and maintaining “favourable condition” on SSSI’s and retaining all Green Flags. Including actively promoting and delivering the Council’s priorities in line with the “2030 Vision”, Corporate Plan, Service Plan and other key corporate priorities as directed by the Senior Ranger.
2. Undertake works and assist with trees on council land, countryside estate management and practical conservation tasks as indicated by the rangers.
3. Assist the ranger team to implement grazing across the countryside sites.
4. Working to all relevant Health and Safety legislations, plans and processes, including carrying out dynamic risk assessments and safety plans for all parts of your normal working environment.
5. Actively and positively promote the council and its activities in line with agreed communication plans, policies and strategies.
6. Support the ranger team to plan and deliver community and corporate events, volunteer activities and other public engagement activities. Where relevant, train volunteers, trainees and other groups / individuals in appropriate management techniques.
7. Maintain all equipment (in line with PUWER regs) and vehicles in a safe and tidy manner, including sourcing replacement / new parts and reporting losses / breakages as required by the Senior Ranger. Keep all work areas neat and tidy including outside the workshop and yard/storage areas on sites.
8. Maintain level of competency that is relevant to the delivery of quality services required for the management of the countryside sites.
9. Demonstrate respect and support your team/ others through attending operational activities on others’ sites, using effective and appropriate language to communicate and resolve issues, utilising skills and experience to equip others to carry out their role effectively, demonstrate a willingness to adopt a flexible way of working and applying a holistic approach to working within Countryside Services.
10. Use of initiative to identify value added and efficiency improvements for sites and drive positive change, including working with colleagues to deliver commercialisation, climate change and biodiversity initiatives.
11. Where a post involves working with members of the public, the post holder has a responsibility to be vigilant in identifying potential safeguarding issues and

conduct themselves in a manner that protects both themselves and members of the public.

12. Provide a high-quality service for our residents, staff, managers, and external partners.

13. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.

Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

(For Management Posts) This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Job description revised (date)20/03/2022.....

Hay grade evaluated (date)20/04/2022.....

Person specification

Job title

Assistant Countryside Ranger



The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by being:

- **Helpful**
- **Approachable**
- **Responsive**, and;
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

Attributes	Essential	Desirable	Evidence
Education and qualifications	Recognised (HND, Degree or Equivalent) qualification in relevant subjects or relevant experience (see below)	Membership of related professional body	Application form and certificate

Attributes	Essential	Desirable	Evidence
Experience and knowledge	<p>At least 1 years' post qualification experience in land management services or a recognised (HND, Degree or Equivalent) qualification in relevant subjects.</p> <p>At least 1 years' experience working with volunteers, education activities and/ or work experience placements</p> <p>A working knowledge of related legislation together with a working knowledge of Health and Safety issues.</p> <p>Repair of tools, equipment and/ or machinery</p> <p>Committed to providing high-quality customer service</p>	<p>Working with stakeholders, partnership organisations and other departments</p> <p>Working with graziers, grazing animals or similar</p>	Application form and interview

Attributes	Essential	Desirable	Evidence
Skills and abilities	<p>Effective communication skills both oral and written.</p> <p>Computer literate and proficient in Microsoft Office software.</p> <p>Ability to make customers feel warm, wanted, welcome and cared for.</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome.</p>		Application form and interview

Attributes	Essential	Desirable	Evidence
Personal qualities	<p>To be able to adapt, develop and maintain constructive relationships at all levels both internally and with our customers.</p> <p>Self-driven with a commitment to professional and personal development.</p> <p>Team player, respectful to colleagues, customers and others.</p> <p>Ability to manage own time.</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers.</p>	To be able to think innovatively when complex issues arise and identify solutions when advice is not readily available.	Application form and interview
Other working requirements	<p>Full driving licence and access to a car for work purposes, insured for business use.</p> <p>Ability to attend meetings out of hours and emergency callouts.</p> <p>To be able to work evenings, weekends and bank holidays as required.</p>		Application form