

# Hart job description and person specification

## Job Description

### **Job title**

Countryside Ranger

### **Department**

Environmental Promotion

### **Grade**

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### **Salary**

£30,023.98 to £33,142.68

### **Manager**

Senior Ranger

### **Job summary**

#### **Overview**

To provide countryside services, including

- Management of sites, including monitoring, reviewing, writing 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, bank holidays and callout as required and weekend working rota.
- To provide high levels of customer service both internally and externally.
- To promote the HART values by being helpful, approachable, responsive, and taking ownership of challenges and problems to ensure they are dealt with effect and authority.

### **Main responsibilities and activities**

1. Ensuring 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. Supporting the Senior Ranger by providing high quality Management / Project Planning including the development of, monitoring and reporting on the progress of individual plans and projects. Undertake and assist with trees on council land, countryside estate management and practical conservation tasks as indicated by the Rangers.
3. Working to all relevant Health and Safety legislations, plans and processes, including carrying out risk assessments and safety plans for all parts of your normal working environment, monitoring and overseeing Health and Safety on sites. Carry out basic tree inspection and organise required works in line with the Tree Safety Policy and internal procedures.
4. Mentor apprentices, trainees, work experience students and volunteers as required by the Assistant Senior Ranger and Senior Ranger.
5. Actively and positively promote the council and its activities in line with agreed communication plans, policies and strategies.
6. Plan and deliver community and corporate events, volunteer activities and other public engagement activities, represent the council on established volunteer and charitable organisations Steering Groups and maintain a supportive relationship that helps deliver the councils objective and supports volunteering. 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. Organise financial estimates and produce relevant specifications, purchase materials and services and monitor expenditure within agreed budgetary limits in

strict accordance with Harts Financial Regulations. Assist the Senior Ranger with external funding applications as required.

9. Maintain level of competency that is relevant to the delivery of quality services required for the management of your assigned portfolio of sites.
10. 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 willing to adopt a flexible way of working and applying a holistic approach to working within Countryside Services.
11. 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.
12. 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.
13. Provide a high-quality service for our residents, staff, managers, and external partners.
14. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
15. Promote the **HART Values** by:
  - Being **helpful**
  - Being **approachable**
  - Being **responsive**
  - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

## **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

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.

The following table sets out the essential and desirable attributes we are seeking for this role.

Where a candidate does not currently possess attributes with this symbol (\*) then training must be successfully completed and passed within 12 months as part of the terms and conditions of employment, at the discretion of the Senior Ranger.

Attributes	Essential	Desirable	Evidence
Education and qualifications	<p>Recognised (HND, Degree or Equivalent) qualification in relevant subjects or relevant experience (see below)</p> <p>Lantra or NPTC qualifications or equivalent:</p> <p>Basic Tree Survey and Inspection*</p> <p>Tractor driving certification*</p> <p>Chainsaw cross-cutting, maintenance and felling small trees*</p> <p>Brushcutter maintenance and operation*</p> <p>Use of pesticides PA1, PA6 and/or PA6aw*</p> <p>Off-road 4x4 driving*</p> <p>Wood chipper operation*</p>	<p>Membership of related professional body</p> <p>Trailer driving experience</p> <p>Water safety, small boat handling certification</p> <p>Project management qualification</p>	Application form and certificate

<p>Experience and knowledge</p>	<p>At least 3 years' post qualification experience or have extensive experience in land management services</p> <p>At least 1 years' experience delivering events, volunteering, education activities and/ or work experience placements</p> <p>An excellent working knowledge of related legislation together with a working knowledge of Health and Safety issues.</p> <p>Experience of leading in the delivery of successful projects to a high standard</p> <p>At least 2 years' experience carrying out basic tree safety inspections and associated works</p> <p>Working with stakeholders, partnership organisations and other departments</p> <p>Repair of tools, equipment and/ or machinery</p> <p>Working with graziers, grazing animals or similar</p>	<p>Writing specifications and liaising with contractors for site works</p> <p>Writing and leading implementation of management plans</p>	<p>Application form and interview</p>
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Attributes	Essential	Desirable	Evidence
	Committed to providing high-quality customer service		
Skills and abilities	<p>Effective communication skills both oral and written providing high level advice to the team to aid decision making.</p> <p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to use other software for countryside management (e.g. Ezytreev, Input, GIS, CMS, Sharepoint, etc)</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> <p>A high degree of financial management competency.</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>To be able to think innovatively when complex issues arise and identify solutions when advice is not readily available</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> <p>Commitment to professional and personal development</p>		Application form and interview

Attributes	Essential	Desirable	Evidence
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

**Signatures:**

Job-holder .....

Manager .....