



Hart job description and person specification

Job Description

Job title

Senior Countryside Ranger

Department

Environmental Promotion

Grade

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Salary

£36,962.11 to £39,519.41

Manager

Countryside Manager

Job summary

This role encompasses the requirement to contribute fully to the development of a high-quality Countryside Service, providing the successful delivery of the Council's conservation programmes, visitor facilities and engagement, as well as creating opportunities to promote the Service positively. There is a requirement 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.

There is also a requirement to work evenings, bank holidays and callout as required and a weekend working rota.

Main responsibilities and activities

1. You will be working with the managers of the Environmental Promotion Service, the individual site Rangers and other HDC Officers.

2. Being available for “call-out” duties across the area and out of normal office hours.
3. Ensuring that all legal obligations are fulfilled, and best practice followed in a cost-effective manner.
4. To manage the Countryside Rangers and their duties ensuring all staff are working within Health and Safety regulations and training requirements have been met.
5. Manage efficient use of (limited) service budgets by monitoring expenditure to ensure optimum use is made of budgets and resources are extended. Follow up opportunities to generate income.
6. As part of the Council’s commitment to improvements in health and wellbeing to promote the Countryside as a natural resource available to the community for physical activity.
7. To implement and maintain effective site management and work programmes as indicated by the sites Management Plan(s). To include management of all plant and machinery: -
8. Dealing with Vehicle Maintenance contractors on site regarding breakdowns and servicing to ensure continuity of service delivery.
9. Health and safety of public, staff and contractors and compliance with policy and procedure.
10. Ensure compliancy of storage and maintenance of vehicles and equipment and substances hazardous to health.
11. To manage the collection and reporting of statistics to the Environmental Promotion Manager and the monitoring of performance indicators.
12. To participate in Policy and Project Working Groups in the Council and with other Agencies.
13. To help secure funding packages to maximise project achievement.
14. Up keeping the site management plans as required by the Environmental Promotion Manager. Including keeping management plans current and compliant with current funding streams.
15. Working to all relevant Health and Safety legislation plans and procedures, including carrying out risk assessments and safety plans for all parts of your normal working environment.
16. Promoting public enjoyment and understanding of the countryside by assisting with events, guided walks and the provision of interpretation materials. Organising and assisting / supervising volunteer events for the general public where appropriate.

17. Assisting in a programme of environmental monitoring to enable information gathering relating to access, visitor management and conservation strategies.
18. Attending various professional training/educational courses as part of your personal development programme.
19. Assisting in publicising and promoting the work of the team, liaising with the Community Engagement Officer and / or the Council's Press / Marketing Officers.
20. Any other duties as may be considered appropriate for this post.
21. Exhibit commitment to the personal and professional development of self, by participating in appropriate training /developmental activities.
22. Provide a high-quality service for our residents, staff, managers, and external partners.
23. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
24. 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.

Person specification

Job title

Senior 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**
- Being **Approachable**
- Being **Responsive**
- **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.

Attributes	Essential	Desirable	Evidence
Education and qualifications	HND/Degree in environmental sciences or related subject plus considerable experience in a similar post	Member of a professional related organisation	Application form and interview

<p>Experience and knowledge</p>	<p>Considerable experience of working in a similar environment as a Ranger</p> <p>Experience of successfully managing staff, to achieve positive outcomes.</p> <p>Practical ability to undertake conservation tasks.</p> <p>Budget management experience</p> <p>Project management experience</p> <p>Countryside law knowledge of access/conservation</p> <p>Ecology and management technologies</p> <p>Committed to providing high quality customer service.</p>	<p>Public enquiries/public meetings.</p> <p>Environmental monitoring experience</p> <p>Experience of working with local government</p>	<p>Application form and interview</p>
<p>Skills and abilities</p>	<p>Good customer facing skills.</p> <p>IT literate and knowledgeable.</p> <p>To be able to work effectively as part of a dynamic team.</p>		<p>Application form and interview</p>

	<p>To be able to motivate and inspire, self and those around you.</p> <p>To be able to communicate and relay information in a clear and concise manner.</p> <p>Literate, numerate and accurate.</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>		
<p>Personal qualities</p>	<p>Positive, professional attitude and are happy to roll up your sleeves until the task is done, finding outcomes that residents/elected members or the organisation want.</p> <p>Commitment to professional and personal development</p> <p>Ability to manage own time</p> <p>Commitment to delivering the best possible services for residents, and internal</p>		<p>Application form and interview</p>

	<p>and external customers</p> <p>Developing and building positive work relationships, recognising that everyone in the organisation contributes and everyone, no matter their seniority, deserve to be treated with respect.</p> <p>Being innovative and creative, searching for alternative solutions and being personally accountable for your own actions and those of your team. Looking for opportunities to keep your skills and knowledge updated.</p> <p>Take the initiative in using change to improve services, and genuinely listening to staff, stakeholders and elected members, identifying areas for improvement and making sure these are implemented.</p> <p>Be friendly, fair and easy to work with. Showing honesty, sincerity and integrity in all matters recognising that you may need to use different approaches to communicate effectively with different people to help</p>		
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	<p>aid their understanding.</p> <p>A person with strong achievement drive, who demonstrates the highest level of personal credibility, integrity and reliability.</p>		
Other working requirements	<p>Full Driving Licence.</p> <p>Flexible working hours, including weekends and bank holidays.</p>	The ability to pull trailers (Category BE).	<p>Application form</p> <p>Interview</p>

Signatures:

Job-holder

Manager