

Hart job description and person specification

Job Description

Job title

Trainee Ranger

Department

Environmental Promotion

Grade

A

Salary

£24,412.99

Manager

Senior Ranger

Job summary

To contribute fully to the development and delivery of Ranger Service as part of an effective and high-quality Countryside department.

To be committed to the personal and professional development of self by participating and passing appropriate training and personal development activities as directed by the Senior Ranger.

Dimensions of Job

- 18-month contract with a requirement to commit to and to attend various placements and training programmes as part of a personal development programme arranged by the Senior Ranger.
- To display a commitment to tasks and adopt a 'start and finish' attitude.
- Requirement for some Bank Holiday, evening and weekend working.
- 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.

- Working outdoors as required.
- Good communication skills (oral and written).
- Computer literacy.
- Creativity, flexibility, use of initiative.

Main responsibilities and activities

1. Provide support to all Countryside Rangers / Service activities as required.
2. Develop knowledge and understanding of various habitats and their management.
3. Undertake and assist with trees on council land, countryside estate management and practical conservation tasks as indicated by the Rangers.
4. Attend and pass various professional training/educational courses as part of your personal development programme.
5. Recognise and follow agreed site management plans.
6. Help monitor the condition and quality of on-site facilities and report faults to the appropriate Line Manager.
7. Help organise and supervise volunteer events for the general public.
8. Learn 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.
9. Learn how to promote public enjoyment and understanding of the countryside by assisting with events, guided walks and the provision of interpretation.
10. Undertake some evening, weekend and Bank Holiday duties and periods where you will be required to be on call as part of these duties.
11. To assist the rangers in a programme of environmental monitoring to enable information gathering for access, visitor management and conservation strategies.
12. Any other duties as may be considered appropriate for this post.
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.

Person specification

Job title

Trainee 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.

Attributes	Essential	Desirable	Evidence
Education and qualifications		Grade C GCSE in Maths and English	Application form and certificate
Experience and knowledge	Committed to providing high-quality customer service Some relevant work experience/volunteering.	An ability to undertake various conservation tasks. IT literate Basic knowledge of natural history and environmental issues	Application form and interview

Skills and abilities	Excellent communication and negotiation skills, including written communication skills Computer literate and proficient in Microsoft Office software Ability to make customers feel warm, wanted, welcome and cared for Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome	Good project management skills	Application form and interview
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Personal qualities	Hands on 'can do' approach. Task and finish attitude Resourceful and self-motivated Enthusiastic Confident and personable Numerate and accurate Good communicator, articulate Committed team player Smart and presentable Commitment to professional and personal development Ability to work as part of a team and/or alone and use own initiative Ability to manage own time Commitment to delivering the best possible services for residents, and internal and external customers		Application form and interview
Other working requirements	Full driving licence and access to a car for work purposes, insured for business use Ability to attend meetings out of hours and emergency callouts		Application form

Signatures:

Job-holder

Manager