



JOB DESCRIPTION

DEPARTMENT	JOB TITLE
Environment & Technical Services	Countryside Ranger

HAY GRADE	SALARY RANGE
D	£20,852 - £23,484

RESPONSIBLE TO	RESPONSIBLE FOR
Senior Ranger	N/A

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED

The nature of the position exposes the post holder to a wide range of risks associated with working in a countryside environment. The following are the most typical considerations for the normal day-to-day duties.

1. Working alone and in remote/dangerous areas.
2. Working with machinery frequently.
3. Working with livestock frequently.
4. Working in areas with wild deer (Lyme's Disease risk) and in open water (Leptospirosis risk)
5. There is a need for competent swimming skills. (Working close to or on open water).
6. The operation of heavy plant machinery, machinery that generates mechanical vibrations and the use of cutting and impact related hand tools.
7. There will be exposure to substances under COSHH (Control of Substances Hazardous to Health) Regulations 2002.
8. Occasionally working close to or on the Public Highway.
9. Exposure to inclement weather, pollen and other natural phenomenon.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Overview

This role encompasses the requirement to contribute fully to the development of a high quality Countryside Service. The role does not exclude the duties associated with other Ranger post holders. This includes a requirement to create opportunities to promote the Service positively.

- To provide a role in the successful delivery of the Council's conservation programmes.
- To exhibit commitment to the personal and professional development of self, by participating in appropriate training /developmental activities.
- Make a positive contribution to the Council's core values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel warm, welcome, wanted and cared for.

Dimensions of Job

- To work efficiently and effectively either individually or as part of a team to meet tight deadlines, working under pressure when needed.
- To be available to work on Bank Holidays, evenings, and weekends as required.
- To work outdoors as required.
- To be on an emergency call-out roster.
- To possess good communication skills (oral and written).
- To display good presentation and interpretative skills.
- To be skilled and competent in personal planning.
- To be able and competent within computer literacy.
- To display creativity, flexibility and initiative.

Key Contacts/Communication Links

Internal

- Member of Countryside Service
- Councillors
- Officers of the Council

External

- Community and Voluntary Groups
- The General Public
- Media – via line manager
- Schools
- Agencies
- Other Local Authorities
- Contractors
- Landowners
- Grazier

Key Responsibilities/Specific Duties

- I. You will be working with the Senior Rangers, the individual site Rangers and other HDC Officers.
 - I.I. Being available for "call-out" duties across the area and out of normal office hours.

- 1.2. Ensuring that all legal obligations are fulfilled and best practice followed in a cost effective manner.
2. You will be working with the Senior Rangers, the individual site Rangers and other HDC Officers to manage conservation & amenity areas. This will include:
3. Providing support for all Countryside Rangers / Services activities as required.
4. Undertaking and assisting with the countryside estate management and practical conservation tasks as indicated by the Senior Rangers.
5. Up-keeping the countryside sites in accordance with the site management plans or as required by the Senior Rangers.
6. Monitoring the condition and quality of on-site facilities and reporting of faults to the Senior Rangers.
7. Supervising guided walks and educational events for schools and other parties where appropriate.
8. 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.
9. 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.
10. Assisting in a programme of environmental monitoring to enable information gathering relating to access, visitor management and conservation strategies.
11. Attending various professional training/educational courses as part of your personal development programme.
12. Assisting in publicising and promoting the work of the team, liaising with the Marketing & Education Ranger and / or the Council's Press / Marketing Officer.
13. Working in a customer-focused manner in accordance with adopted procedures and good practice. To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel warm, welcome, wanted and cared for.
14. To promote the HART values at all times by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with appropriately.
15. 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.

16. To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel warm, welcome, wanted and cared for.

17. To promote the HART values at all times by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with appropriately.

18. Any other duties as may be considered appropriate for this post.

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.

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 co-operate 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.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Revised (Date)

2018

Hay Job Evaluated (Date)



PERSON SPECIFICATION

POST: Countryside Ranger

The HART Core Values:

Hart District Council aims to recruit candidates who are committed to delivering our core values. It is our aim that customers should feel warm, welcome, wanted and cared for when they are interacting with our services. To achieve that, all staff are expected to be helpful, approachable, responsive, and to take ownership, to ensure challenges, problems or enquiries are dealt with and appropriately concluded.

This person specification sets out what we are looking for when recruiting to the above post. The essential and desirable attributes we are seeking for this role are set out below:

CRITERIA	ATTRIBUTES	ESSENTIAL (E) OR DESIRABLE (D)	METHOD OF MEASUREMENT e.g. Interview, Application Form
EDUCATION/ QUALIFICATIONS	A Diploma or equivalent in a Countryside Management discipline or other relevant subject. Will consider Further Education qualification with relevant works experience.	D	Application form

EXPERIENCE/ KNOWLEDGE	Experience of operating hand held power tools such as chainsaws and brush cutters.	E	Application form / Interview.
	Knowledge of practical and mechanical works on sites of nature conservation value.	E	Application form / Interview
	A good practical ability to plan and undertake various conservation tasks	E	Application form / Interview
	A basic understanding of the legal requirements relevant for the	E	Application form / Interview

	post, including current health and safety legislation.		
	Experience of working with Volunteers	D	Application form / Interview
SKILLS AND ABILITIES	Good customer facing skills.	E	Application form / Interview
	IT literate and knowledgeable.	E	Application form / Interview
	To be able to work effectively as part of a dynamic team.	E	Application form / Interview
	To be able to motivate and inspire, self and those around you.	D	Application form / Interview
	To be able to communicate and relay information in a clear and concise manner.	E	Application form / Interview
	Literate, numerate and accurate.	E	Application form / Interview
	Ability to make customers feel warm, wanted, welcome and cared for.	E	Interview
	Ability to take ownership of tasks, challenges and problems	E	Interview

	to achieve an appropriate outcome.		
PERSONAL QUALITIES/APTITUDE	<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>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</p>	<p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p>

	<p>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 aid their understanding.</p> <p>A person with strong achievement drive, who demonstrates the highest level of personal credibility, integrity and reliability.</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 and external customers.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form & Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Job Application</p> <p>Interview</p> <p>Interview/Job Application</p>
<p>MISCELLANEOUS /OTHER WORKING REQUIREMENTS</p>	<p>Full Driving Licence</p> <p>The ability to pull trailers (Category BE).</p> <p>Flexible working hours, including weekend and bank holidays.</p> <p>Competent Swimmer</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>Application form</p> <p>Application form</p> <p>Interview.</p> <p>Interview</p>

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Signatures:

Post Holder

Manager