



## JOB DESCRIPTION

### DEPARTMENT

Environment and Technical Services

### JOB TITLE

Senior Ranger

### HAY GRADE

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### SALARY RANGE

£30,676 to £33,154

### RESPONSIBLE TO

Operations Manager

### RESPONSIBLE FOR

Responsible for Countryside Ranger team

## HEALTH CONSIDERATIONS/RISK/SURVEILANCE REQUIRED

Site visits, lone working, VDU use.

## 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.

- To deliver quality countryside services for Hart District Council.
- Create opportunities to promote the Service positively.
- Provide a role in the successful delivery of the Council's conservation programmes.
- Exhibit commitment to the personal and professional development of self, by participating in appropriate training /developmental activities.

### Dimension of Job

- 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.

## **Key Contacts/Communications Links**

### **Internal**

- Operations Manager
- Countryside Rangers
- Visitor Services Team Leader
- Countryside Manager
- Biodiversity Officer
- Tree Officers
- Head of Environment and Technical Services
- Councillors

### **External**

- Volunteers
- Schools / Other education providers
- User groups/stakeholders
- Parish and Town Councils
- Council contractors
- Consultants

## **Key Responsibilities/Specific Duties**

1. You will be working with the Managers of the Countryside Service, the individual site Rangers and other HDC Officers.
  - Being available for “call-out” duties across the area and out of normal office hours.
  - Ensuring that all legal obligations are fulfilled, and best practice followed in a cost-effective manner.
2. To manage the Countryside Rangers and their duties ensuring all staff are working within Health and Safety regulations and training requirements have been met.
3. 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.
4. 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.
5. 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:-
  - Dealing with Vehicle Maintenance contractors on site regarding breakdowns and servicing to ensure continuity of service delivery

- Health and safety of public, staff and contractors and compliance with policy and procedure
  - Ensure compliancy of storage and maintenance of vehicles and equipment and substances hazardous to health
6. To manage the collection and reporting of statistics to the Ecology and Countryside Manager and the monitoring of performance indicators.
  7. To participate in Policy and Project Working Groups in the Council and with other Agencies.
  8. To help secure funding packages to maximise project achievement.
  9. Up-keeping the site management plans as required by the Ecology and Countryside Manager. Including keeping management plans current and compliant with current funding streams.
  10. 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.
  11. 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.
  12. Assisting in a programme of environmental monitoring to enable information gathering relating to access, visitor management and conservation strategies.
  13. Attending various professional training/educational courses as part of your personal development programme.
  14. Assisting in publicising and promoting the work of the team, liaising with the Communication and Engagement Officer and / or the Council's Press / Marketing Officer.
  15. 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.
  16. 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.
  17. 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 positively demonstrate the HART values yourself and to continue to build the culture of the HART values through the management, appraisals and development of staff (as well as third party providers).
- 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.
- This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.
- To encourage innovation and challenge through effective involvement, motivation and communications with staff (and third party providers). Actively promote the Council’s reputation and image as an employer of choice.

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 postholder. 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) .....

Hay Job Evaluated (Date) .....



## PERSON SPECIFICATION

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

CRITERIA	ATTRIBUTES	ESSENTIAL (E) OR DESIRABLE (D)	METHOD OF MEASUREMENT e.g. Interview, Application Form
<b>EDUCATION/ QUALIFICATIONS</b>	HND/Degree in environmental sciences or related subject plus considerable experience in a similar post	E	Application form
	Member of a professional related organisation	D	Application form / Interview
<b>EXPERIENCE/ KNOWLEDGE</b>	Considerable experience of working in a similar environment as a Ranger	E	Application form / Interview.
	Experience of successfully managing staff, to achieve positive outcomes.	E	Application form / Interview
	Practical ability to undertake conservation tasks	E	Application form / Interview

	<p>Budget management experience</p> <p>Project management experience</p> <p>Public enquiries/planning public meetings</p> <p>Countryside law knowledge of access/conservation</p> <p>Ecology and management technologies</p> <p>Environmental monitoring experience</p> <p>Experience of working with local government</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p>
<b>SKILLS AND ABILITIES</b>	<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>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>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>E</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>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Interview</p> <p>Interview</p>
<b>PERSONAL QUALITIES/ APTITUDE</b>	<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>E</p>	<p>Interview</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>	E	Interview
	<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>	E	Application Form & Interview
	<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>	E	Interview
	<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>	E	Interview
	<p>A person with strong achievement drive, who demonstrates the highest level of personal credibility, integrity and reliability.</p>	E	Interview
	<p>Commitment to professional and personal development.</p>	E	Job Application
	<p>Ability to manage own time.</p>	E	Interview
	<p>Commitment to delivering the best possible services for residents, and internal and external customers.</p>	E	Interview/Job Application

<b>MISCELLANEOUS /OTHER WORKING REQUIREMENTS</b>	Full Driving Licence	E	Application form
	The ability to pull trailers (Category BE).	D	Application form
	Flexible working hours, including weekend and bank holidays.	E	Interview.
	Competent Swimmer	E	Interview

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Signatures:

Post Holder .....

Manager .....