
Recruitment information

Job description and person specification

Your title	Green Spaces Ranger
DBS check	N/A
Post number	New
Your team	Green Spaces (Culture, Leisure and Environment)
You would be based	Civic Centre, High Street, Esher
Your line manager	Green Spaces Manager



Elmbridge
Borough Council
... bridging the communities ...

About the role

In this role you will be working within the Green Spaces Team at Elmbridge Borough Council. You will be passionate about providing high quality green spaces and working with communities to make Elmbridge a great place to live, work and play. The Green Spaces Ranger will support the delivery of the grounds maintenance contract and carry out minor works around the borough to improve the appearance of the parks and green spaces.

Most of all, you will be working within a great team environment seeking to improve the lives of some of our most vulnerable and deserving residents.

With an excellent personal development programme and support, you will have the opportunity to shape your own development and growth and make a real impact in the community.

The main purpose of the role:

You will work with the Green Spaces Team and be pivotal to providing maintenance and improvement works across Elmbridge.

Works could include Replacement of wooden bollards, emptying bins, planting works, filling in holes in grass areas, noxious weed control, placement of signage, installation of posts and other small structures, painting of structures, cutting back of overgrown vegetation, installation of memorial plaques, cleansing of play equipment and any other small tasks required to keep our green spaces to a high standard.

Specific duties and responsibilities

1. To undertake minor maintenance and improvement work including:
 - The installation, removal, repair or replacement of litterbins, benches, and other items of green spaces furniture
 - The installation, removal and maintenance of signs and posts
 - The repair, repainting and general maintenance of posts, bollards, barriers, and fences etc.
 - Emptying bins
 - The cutting back and general clearance of plants, shrubs and low hanging branches
 - Weed control of noxious weeds
 - Installation of memorial plaques

- Cleansing of play equipment
 - Graffiti removal
 - Removal of fly-posters or illegal signs or furniture
 - General maintenance of greenery
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2. To operate power tools and motorised equipment whilst carrying out duties in accordance with training and safety procedures.
 3. Work with the Green Spaces team to deliver an efficient, effective, and economic service.
 4. To ensure materials and equipment are provided to undertake tasks and work with Greenspaces Officer to arrange suitable supplies are provided.
 5. Make suggestions for developing any improvements to the service.
 6. To carry out all duties in accordance with relevant legislation, Council policies, procedures, and standards
 7. Identify and report any potential risks.
 8. To maintain the cleanliness and appearance of the vehicle and equipment to a high standard and undertake daily/periodic checks as required.
 9. Undertake any other duties determined by the Green Spaces Manager as appropriate.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We always expect the highest standards of conduct from our employees, and you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your application form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic

or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Title: Green Spaces Ranger (Green Spaces)

Team: Green Spaces (Culture, Leisure and Environment)

Salary: (S4/SCP22) £29,028 – (S6/SCP28) £36,666

Post no: New

Hours: 36 per week

Car allowance: N/A

Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
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Qualifications and Education			
1	Driving Licence "B" Class	E	A
2	Educated to GCSE or equivalent	D	A
3	Further horticultural or landscaping qualification	D	A
4	Pesticide application qualification or willing to undertake this qualification	E	A

Experience			
4	Experience of general grounds maintenance works	E	A, I
5	All aspects of minor maintenance, construction works and installation of furniture	D	A, I
6	Commercial gardening / greenery cut backs and power tools	D	A, I

Knowledge, skills and abilities			
7	Read plans, measure completed work and keep accurate records on work carried out	E	A, I
8	Strong verbal and written communication skills	E	A, I
9	Good organisation and planning skills	E	A, I
10	Effective problem solving	E	A, I
11	Contributes to effective teamwork	E	A, I
12	Able to work using own initiative, and organise own workload	E	A, I
13	Commitment to high standards	E	A, I
14	Knowledge of health and safety legislation / regulations such as Health and Safety at Work Act COSHH	D	A, I

Special requirements			
15	Flexible approach to working patterns	E	A, I
16	Full driving license	E	A, I
17	May be required to work in adverse weather conditions that may include occasionally working out of normal working hours and at weekends	E	A, I
18	Flexible working arrangements within 36-hour week.	E	(A) (I)