

Job Description

Title: Countryside Ranger

Post Number: CS239

Directorate: Services

Team: Leisure & Cultural Services

Location: Civic Centre, High Street, Esher

To whom the Postholder is responsible: Countryside Estates Officer

Budgetary

Responsibilities (if applicable): Limited, specific tasks only.

The main purpose of the Job

To work as part of the Council's Countryside Team, undertaking habitat management and estate maintenance duties, together with assistance in the provision of a Ranger service.

Specific Duties and Responsibilities

- Assist in the management and maintenance duties, which will protect and improve the fabric of the commons and its nature conservation, amenity and recreation value.
- Provide guidance and assistance to members of the general public visiting and using the Countryside.
- Advise the Countryside Estate Officer of work requiring attention of the Countryside Management Team, outside contractors and volunteers.
- Assist in the development of opportunities for education, public relations and public awareness.
- Enforce byelaws and other relevant measures in an appropriate manner to maintain safety, decency and orderliness and protect the fabric of the Countryside and Commons.

- Assist in the monitoring and supervision of contractors and volunteers working on the Countryside.
- Be aware of and have due regard to safe systems of work and to public safety.
- Observe the ecology and recreation use of the Countryside, including the opportunities and pressures arising.
- Assist in project work, which seeks to achieve a balance between the nature conservation value and use of the Countryside.
- To research, prepare reports, programmes and budgets as required.
- Develop and maintain full and effective liaison with other Divisions of the Directorate and where appropriate Council Directorates.
- To comply with Council's Standing Orders, Financial Regulations and its various policies relating to the Division's activities.
- To ensure that all activities are carried out in accordance with the Council's Equal Opportunities policy.
- To fully meet the requirements of the Health & Safety regulations whilst supporting and maintaining the Council's health and safety policy statement both in terms of personal responsibility, and in the management of staff, services and the general public.
- To attend meetings, working and/or consultative groups with other organisations/agencies representing the Division as required.

No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time that are broadly consistent with those in this job description.

Standards of Conduct

The Council expects the highest standards of conduct from its employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal Opportunities

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Personal and Sensitive Data

To 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.

Performance Review and Staff Development

The Council expects all staff to participate in its processes for performance review and staff development. Those with a managerial responsibility must ensure that all staff within the section have a Performance Review at least once a year, with a six monthly review.

Confidentiality

The Council is committed to maintaining privacy of all its staff and customers. It expects 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.

Signatures – line manager and job holder

Signed.....

Dated:.....
line manager

Signed.....

Dated:.....
postholder

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.

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

Job Title: Countryside Ranger	Post No: CS239
Team: Leisure & Cultural Services	Grade: S3-S4
Directorate: Services	Hours: 36 per week
Salary: £ 19,326 – 23,152 pa	Car Allowance: C4

The salary review date is 1st April each year.

	Key job requirements based on the Job Description	Desirable / Essential	To be tested by: (√) as appropriate		
			App Form	Test	Inter view
	Qualifications and Education				
1.	Relevant qualification to a minimum standard of National Diploma or equivalent work experience (paid or voluntary) relevant to the post	E	√		
	Experience				
2.	Familiar and/or capable with vehicles such as a Land Rover.	D	√		√
3.	Working with volunteer/school groups undertaking practical conservation tasks.	D	√		√
4.	Dealing face to face with the public.	D	√		√
	Knowledge/Skills/Abilities				
5.	Able to work on own initiative.	D	√		√
6.	Good communication skills.	D	√		√
7.	This post will require the flexibility to work on various Commons and other countryside areas across the Borough.	E	√		√
	Special Requirements				
8.	NPTC certificate of competence for chainsaw use.	E	√		√
9.	Flexibility of work arrangements including weekend/bank holiday and evenings.	E	√		√
10.	Full driving licence.	E	√		√
11.	An enhanced adult + child barring DBS check is required for this position.	E			