

## Job Description

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| Service:          | Active Environments                                                                                                                 |
| Job title:        | Ranger                                                                                                                              |
| Grade:            | E                                                                                                                                   |
| Hours of work:    | 37 (including weekend working)                                                                                                      |
| Responsible to:   | Lead Ranger                                                                                                                         |
| Responsible for   |                                                                                                                                     |
| Direct reports:   | Volunteers                                                                                                                          |
| Indirect reports: | 0                                                                                                                                   |
| Budget:           | The post holder will be required to plan and deliver specific projects to an allocated budget in accordance with council procedures |

### **Purpose of Post:**

The focus of this role is to ensure the provision of well-maintained, safe and welcoming sites that are sustainably managed for the benefit of wildlife and future enjoyment of visitors.

The post holder will be responsible for the day-to-day practical tasks on the Council's open spaces including, country parks, nature reserves, pocket parks and other sites.

Your role is to implement the management plans and the Ranger will offer practical expertise to enable the completion of conservation tasks. This will involve planning and leading work parties, and groups, ensuring equipment and materials are purchased / prepared for each task as well as sharing skills and knowledge with volunteers.

Rangers will be responsible for ensuring the practical work is planned and undertaken throughout the year in a safe and orderly fashion.

Rangers will lead by example to manage the volunteers on site and provide advice and guidance on habitat management and good conservation practices.

A key focus of the role is to liaise with numerous stakeholders including Friends Groups, Wildlife Trust, landlords and neighbours as well as visitors to site, to encourage increased visits and ensure the visitors' experience is positive.

Rangers will support with developing collaborative partnerships with internal and external partners to support nature, events and the wider service and council.

### **Key Deliverables:**

- In collaboration with Lead Ranger and wider service, identify, and plan seasonal programmes of work including habitat management, site clearance, asset management and surveys as required.
- Implement the management plans for relevant sites and maintain records as required.
- Report any concerns or observations to Lead Ranger so the management plans can be updated accordingly, or programmes adjusted.
- Ensure all tasks are undertaken safely and risk assessments / safe working practices are followed.
- Monitor completed site check forms and identify work programme as a result - in addition to those identified in the management plans.
- Be responsible for own Health Safety and personal welfare as well as that of staff, volunteers and the public on Parks & Countryside sites.
- Ensure the use of machinery and tools is in line with risk assessments and safe working practices and undertake appropriate checks prior to use.
- Undertake Duty Ranger responsibilities, including carrying out site safety checks and taking overall responsibility for the site, security and daily maintenance of facilities, basic maintenance of equipment, events, volunteers and visitors.
- Support with volunteer coordination to retain multi-skilled volunteers. Carry out specific inductions for, and train, multi-skilled volunteers.
- Support with volunteer coordination with record keeping provide cover for them in times of absence.
- Manage any allocated budgets and take financial responsibility for the PO's raised for materials and equipment within that allocated budget.
- Identify potential funding opportunities in collaboration with the wider service and manage the practical programme of work to satisfy the grant conditions.
- Contribute to the service plan and development of sites managed by the service for the benefit of people and wildlife.
- In collaboration with the wider service, lead group visits and events.
- Work with schools, university students and community groups to carry out environmental studies/projects on the site.

|                                                                                                                                                                                | Essential (E) or Desirable (D) | Method of assessment                           |
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| <b>Knowledge and Qualifications</b>                                                                                                                                            |                                |                                                |
| Detailed knowledge of habitat management (including some agricultural practices) and the correct use and basic maintenance of general grounds maintenance machinery and tools. | Essential                      | Application form / Interview / Assessment task |
| Good knowledge of habitat and wildlife conservation, wildlife surveying and monitoring.                                                                                        | Essential                      | Application form / Interview / Assessment task |
| Good knowledge of health and safety including risk assessments and COSHH.                                                                                                      | Essential                      | Application form / Interview / Assessment task |
| Knowledge of contract specification and the ability to monitor compliance.                                                                                                     | Desirable                      | Application form / Interview                   |
| Knowledge of basic animal husbandry.                                                                                                                                           | Desirable                      | Application form                               |
| GCSE English and Maths grade C or above (or equivalent)                                                                                                                        | Essential                      | Application form                               |
| HND or NVQ Level 4 in a relevant countryside subject or proven equivalent experience                                                                                           | Desirable                      | Application form                               |
| A current full driving licence                                                                                                                                                 | Essential                      | Application form                               |



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| Ability to tow trailers on the road                                                   | Desirable | Application form                               |
| NPTC CS30 CS31 and CS32 Chainsaw qualification                                        | Desirable | Application form                               |
| LANTRA Brushcutter qualification                                                      | Desirable | Application form                               |
| First Aid at Work Qualification                                                       | Desirable | Application form                               |
| Teaching qualification                                                                | Desirable | Application form                               |
| Tractor driving certificate                                                           | Desirable | Application form                               |
| PA1/PA6 Pesticide qualification                                                       | Desirable | Application form                               |
| Food hygiene certificate level 2                                                      | Desirable | Application form                               |
| <b>Experience</b>                                                                     |           |                                                |
| practical conservation and training volunteers to do this work                        | Essential | Application form / Interview / Assessment task |
| using general maintenance tools and machinery and in training volunteers in their use | Essential | Application form / Interview / Assessment task |
| working within a customer focussed environment                                        | Essential | Application form / Interview                   |
| working with volunteers of varied abilities and ages                                  | Essential | Application form / Interview                   |



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| working with school and community groups                                              | Essential | Application form / Interview                   |
| teamwork                                                                              | Essential | Application form / Interview / Assessment task |
| stock handling and farming                                                            | Desirable | Application form                               |
| retail experience                                                                     | Desirable | Application form                               |
| Volunteer Coordination                                                                | Desirable | Application form / Interview                   |
| conflict resolution                                                                   | Desirable | Application form / Interview                   |
| <b>Skills and Abilities</b>                                                           |           |                                                |
| Good wildlife identifications                                                         | Essential | Application form / Interview / Assessment task |
| Good practical conservation                                                           | Essential | Application form / Interview / Assessment task |
| Ability to teach new skills, give clear instructions and write procedures if required | Essential | Application form / Interview / Assessment task |
| Clear and concise written and spoken communication                                    | Essential | Application form / Interview / Assessment task |
| Ability to engage with different audiences                                            | Essential | Application form / Interview                   |

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| Good time management and ability to prioritise daily tasks and reprioritise if required                                                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                    | Application form / Interview                   |
| Standard keyboard skills including Word and Excel                                                                                            | Essential                                                                                                                                                                                                                                                                                                                                                                                                    | Application form                               |
| work under pressure, to maintain several live projects at the same time.                                                                     | Essential                                                                                                                                                                                                                                                                                                                                                                                                    | Application form / Interview                   |
| follow instructions and procedures                                                                                                           | Essential                                                                                                                                                                                                                                                                                                                                                                                                    | Application form / Interview / Assessment task |
| work alone as well as in a team                                                                                                              | Essential                                                                                                                                                                                                                                                                                                                                                                                                    | Application form / Interview                   |
| liaise and negotiate with all stakeholders to create positive outcomes                                                                       | Essential                                                                                                                                                                                                                                                                                                                                                                                                    | Application form / Interview                   |
| Work under pressure                                                                                                                          | Essential                                                                                                                                                                                                                                                                                                                                                                                                    | Application form / Interview                   |
| contribute to reports, letters, management plans and service plans                                                                           | Essential                                                                                                                                                                                                                                                                                                                                                                                                    | Application form / Interview                   |
| <b>Decision Making and Impact on Others</b><br><br>What impact the decisions made by the post holder would have on others across the Council | <ul style="list-style-type: none"> <li>• represent HDC in a positive manner, give advice and provide accurate information to the visiting public (E)</li> <li>• balance the differing wants and needs of visitors and organisations (E)</li> <li>• deal confidently and effectively with complaints and enquiries (E)</li> <li>• make and communicate clear decisions to operational problems (E)</li> </ul> |                                                |

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|                                                                                                                                                        | <ul style="list-style-type: none"> <li>• make effective and efficient use of time and resources when faced with an unexpected change in requirements / priorities (E)</li> <li>• adapt the decisions when given new information (E)</li> <li>• balance the sense of adventure and experience with the safety of users, including children and volunteers (E)</li> <li>• provide advice to visitors regarding safety, wildlife and conservation issues (E)</li> <li>• liaise with local landowners as appropriate (E)</li> </ul>                                                                                                                                                                                         |
| <p><b>Communication with Internal and External Customers</b></p> <p>What customers the applicant would be in contact with in the job</p>               | <p>The post holder will mainly work on site but will be encouraged to work from home when more practical.</p> <p>They will liaise internally across the council as well as externally with visitors and stakeholders.</p> <p><b>Internal customer contact 30%</b></p> <p>Active Environment Staff and other Huntingdonshire District Council staff</p> <p><b>External customer contact 70%</b></p> <p>The public, contractors, suppliers, community and social groups, Councillors, school pupils and local landowners.</p> <p>The post holder will be required to use all forms of communications at various times including face to face, telephone, email and written letters/documents as well as social media.</p> |
| <p><b>Personal Attributes and Other Requirements</b></p> <p>In this section please list any other qualities you are looking for from the applicant</p> | <ul style="list-style-type: none"> <li>• A 'Can-Do' attitude whilst maintaining an eye for detail is essential. (E)</li> <li>• A self-motivated, enthusiastic person with a positive outlook, with the ability to adapt to change (E)</li> <li>• Resilience under pressure (E)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |



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| <p>(E) Essential<br/>(D) Desirable</p>                                                                      | <ul style="list-style-type: none"> <li>• A good team worker and leader demonstrating loyalty and commitment to the organisation and team members (E)</li> <li>• A flexible attitude to working hours and locations to meet the demands of the customer. This will include evening, weekend and bank holiday hours (on a rota basis) (E)</li> <li>• Regular lone working (E)</li> <li>• Ability to respond to out of hours emergencies as site key holder (E)</li> <li>• Ability to offer remote support and advice, based on information available.</li> <li>• Willingness to contribute new ideas and creative solutions for the development of sites including identifying opportunities to make the service more profitable (E)</li> <li>• Exemplary interpersonal skills with excellent customer care values, identifying customer satisfaction as a key value (E)</li> <li>• Confident decision maker able to react to the unexpected and make sound, effective decisions based on the facts available at the time, even whilst under pressure (E)</li> </ul> |
| <p><b>HDC values</b></p>  | <p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers.</p> <p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p><b>Respectful:</b> We respect people's differences and are considerate to their needs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                           |



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|  | <b>Enterprising:</b> We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them. |
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## **Safeguarding and promoting the welfare of children and young people/vulnerable adults**

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children