

Hart job description and person specification

Job Description

Job title

Assisant Senior Ranger

Department

Communities

Grade

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Salary

£31,364 - £33,649

Manager

Senior Ranger

Job summary

The post-holder will support the Senior Ranger to delivery high quality management of Hart's countryside site(s), including the monitoring, reviewing, writing and delivery of management plans. They will source and arrange training courses for Countryside Rangers, Apprentices and the Senior Ranger as required. They will support project delivery for the Countryside Team through writing specifications and providing specialist expertise.

They will lead on grazing, hay making and snow programmes and have financial responsibility for purchases up to the value of £500, in line with financial regulations and policies. They will run volunteer groups, and work with work experience students and other external groups relating to site requirements.

They will provide support for events and other promotional activities to promote the service and key council priorities positively.

There is a requirement to work evenings, bank holidays and callout as required and a summer weekend working rota.

Main responsibilities and activities

1. Ensuring that the management of sites is carried out to the highest of standards, including (where appropriate) achieving and maintaining “favourable condition” on SSSI’s and retaining all Green Flags. Including actively promoting and delivering the Council’s priorities in line with the “2030 Vision”, Corporate Plan, Service Plan and other key corporate priorities as directed by the Senior Ranger.
2. Supporting the Senior Ranger by providing high quality Management / Project Planning including writing and checking technical specifications, as well as the development of, monitoring and reporting on the progress of individual plans and projects.
3. Working to all relevant Health and Safety legislations, plans and processes, including carrying out risk assessments and safety plans for all parts of your normal working environment, monitoring and overseeing Health and Safety on sites. Carry out basic tree inspection and organise required works in line with the Tree Safety Policy and internal procedures. Where play or other leisure equipment is provided on site, undertake appropriate RoSPA inspections, facilitate any repairs and take records as necessary
4. Responsible for organising appropriate training for Countryside Rangers, Apprentices and Senior Ranger, as required. Develop Hartland Park Apprentice training programme and support the Community Engagement Officer to develop and oversee other Apprenticeship training, volunteer, and work experience placement programmes.
5. Actively and positively promote the council and its activities in line with agreed communication plans, policies and strategies.
6. Coordinate grazing to include sourcing potential graziers, working with existing grazier to implement grazing across required sites, keeping up-to-date relevant paperwork and compiling out-of-hours phone rota. Oversee delivery of haymaking and snow response programmes, including ensuring machinery is in good working order and Countryside targets are met.
7. Support planning and delivery of community and corporate events, volunteer activities and other public engagement activities, represent the council on established volunteer and charitable organisations Steering Groups and maintain a supportive relationship that helps deliver the councils objective and supports volunteering.
8. Maintain all equipment (in line with PUWER regs) and vehicles in a safe and tidy manner, including sourcing replacement / new parts and reporting losses / breakages as required by the Senior Ranger. Keep all work areas neat and tidy including outside the workshop and yard/storage areas on sites.
9. Organise financial estimates and produce relevant specifications, purchase materials and services up to the value of £500 and monitor expenditure within agreed budgetary limits in strict accordance with Harts Financial Regulations. Assist the Senior Ranger with external funding applications as required.
10. Provide a high-quality service for our residents, staff, managers, and external partners.
11. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.

12. Promote the **HART Values** by:

- Being **helpful**
- Being **approachable**
- Being **responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

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.

(For Management Posts) This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

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 cooperate 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.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Person specification

Job title

Assistant Senior Ranger

The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

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.

Attributes	Essential	Desirable	Evidence
Education and qualifications	<p>Recognised post-A Level qualification in relevant subjects (e.g. HND, NVQ Level 3, degree or equivalent)</p> <p>Basic, Intermediate or Advanced Tree Inspection *</p> <p>Chainsaw cross-cutting, maintenance and felling small trees (Lantra/NPTC)</p> <p>Brushcutter maintenance and operation</p>	<p>Membership of related professional body</p> <p>Tractor driving certification (Lantra, NPTC or equivalent), trailer driving experience, off road 4x4 driving, wood chipper operation *</p> <p>Use of pesticides PA1, PA6 and/ or PA6aw, water safety, small boat handling certification</p> <p>Project management qualification</p>	Application form and certificate

<p>Experience and knowledge</p>	<p>At least 3 years' experience working in relevant field</p> <p>At least 2 years' experience writing technical specifications and liaising with contractors</p> <p>An excellent working knowledge of related legislation together with a working knowledge of Health and Safety issues.</p> <p>Experience of leading in the delivery of successful projects to a high standard</p> <p>Delivery of training programmes, mentoring or equivalent</p> <p>Experience coordinating team projects</p> <p>Leading grazing, hay making or similar habitat management programmes</p> <p>Repair of tools, equipment and/ or machinery</p> <p>Budget management and monitoring experience</p> <p>Committed to providing high-quality customer service</p>	<p>Writing and leading implementation of management plans</p> <p>At least 2 years' experience carrying out basic tree safety inspections and associated works</p> <p>Working with stakeholders, partnership organisations and other departments</p>	<p>Application form and interview</p>
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<p>Skills and abilities</p>	<p>Effective communication skills both oral and written providing high level advice to the team to aid decision making.</p> <p>Good project management skills</p> <p>Computer literate and proficient in Microsoft Office software</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>A high degree of financial management competency</p>	<p>Ability to use other software for countryside management (e.g. Eazytreev, Input, GIS, CMS, Sharepoint, etc)</p>	<p>Application form and interview</p>
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<p>Personal qualities</p>	<p>To be able to adapt, develop and maintain constructive relationships at all levels both internally and with our customers.</p> <p>To be able to think innovatively when complex issues arise and identify solutions when advice is not readily available</p> <p>Ability to work under pressure and manage a heavy workload</p> <p>Ability to work as part of a team and/or alone and use own initiative</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>Application form and interview</p>
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Other working requirements	Full driving licence and access to a car for work purposes, insured for business use Ability to attend meetings out of hours and emergency callouts	Ability to work from home	Application form
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Signatures:

Job-holder

Manager