

Job Description and Person Specification

Job details

Job title: Senior Ranger East Carlton Country Park and Corby Woodlands

Grade: NNC BAND 5 (£33,366 - £35,235)

Reports to: Lead Country Parks Estates Officer

Responsible for: Parks & Woodland Ranger (casual and contracted)

Directorate and Service area: Assets and Environment, Country Parks & Woodlands

Purpose of the job

To ensure that the day-to-day running of the country park is carried out to the highest standards to maximise the sustainable use and benefits of the park for public health and wellbeing.

Principal responsibilities

1. Responsible for the management and development of both the park and the Parks and Woodland Rangers ensuring day to day running of East Carlton Country Park and the woodlands in Corby including; buildings, grounds, habitats and public services, is in accordance with management plans, policies and procedures.
2. To manage, develop and motivate park staff, setting rotas and allocating tasks. To provide volunteering opportunities, recruit and supervise groups and individual volunteers as appropriate to time and resources available
3. To monitor park revenue budgets; specify and order goods and services (within identified spending limits); oversee works; reconcile cash income for banking; process time sheets and maintain all appropriate records
4. To work in all weather conditions providing service outcomes across the area of operation as directed.
5. To carry out all routine inspections of equipment prior to use and to ensure that equipment is clean, adequately greased, levels are topped up and maintained, stored and returned as directed. Along with inspecting buildings, play equipment, pay and display machines and public areas.
6. To adhere to the requirements of the Fleet division carrying out all operational inspections to vehicles as directed.
7. To identify works required and produce adequate work plans to ensure the safe/compliant delivery of conservation tasks, organising colleagues, directing tasks, monitoring and

reporting on performance. To ensure policies and procedures are always adhered to whilst performing any tasks across the Council's estate.

8. To supervise the operational delivery of the planting of trees in line with associated plans as directed. Ensuring that tree planting is carried out in accordance with prescribed methods and practices.
9. To supervise, liaise, develop, recruit and maintain relations with volunteers, friends of groups, landowners, community groups and visitors. Offering resolution to first line enquiries.
10. To ensure high standards of customer service is provided, managing visitor pressures, resolving conflicts and securing compliance with the park bylaws and the Wildlife and Countryside Act 1981 as necessary

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

Time worked in excess of 37 hours per week will qualify for time off in lieu: You may be required to work up to 3 out of 4 weekends from April to September and up to every other weekend from October to March as well as on bank holidays, statutory and discretionary holidays

Post holder will be the nominated key holder, responding to incidents/intruder alarm activations and emergency call outs as necessary for nominated site

A uniform is provided and must be worn. You are not allowed to have dogs with you whilst on duty.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	National Diploma or equivalent in Countryside Management to Level 3	IOSH HND or degree in relevant discipline Registered RPII Operational Inspector Level NPTC chainsaw certification
Experience and Knowledge	Extensive knowledge of arboriculture maintenance application in either the commercial or public sector Extensive practical application in the principals of arboriculture equipment use Extensive knowledge of Country Park management/ranger activities including: <ul style="list-style-type: none"> • Visitor services • Volunteer supervision • Habitat management • Estate management • Public events 	Knowledge of managing Health and Safety requirements Practical knowledge of supervising staff, leading volunteers and contractors Working as a Country Park Ranger Good knowledge of natural history. Experience of: <ul style="list-style-type: none"> • Staff management • Budget Management • Facilities management • Managing projects • Supervising contractors • Leading schools

Attributes	Essential criteria	Desirable criteria
	<p>Managing Health and Safety – notably undertaking risk assessments.</p>	
Ability and Skills	<p>The ability to converse at ease with members of the public and provide advice in accurate spoken and written English is essential for the post.</p> <p>Ability to undertake practical work and patrols</p> <p>Capacity to undertake physical aspects of the role including manual handling, walking long distances, using pedestrian equipment and working in all weather conditions.</p> <p>Effective communication with people of all ages, abilities and backgrounds in one to one and group situations.</p> <p>Able to lead group activities and motivate volunteers.</p> <p>Personable manner, good diplomacy and negotiation skills</p> <p>Able to manage incidents and difficult people.</p> <p>Practical estate skills</p>	<p>Extensive general knowledge of habitat management techniques</p> <p>Extensive general knowledge of wildlife</p>

Attributes	Essential criteria	Desirable criteria
	<p>Basic IT skills</p> <p>Physically fit</p> <p>Ability to work as part of a team to deliver objectives and standards across Council assets. Able to travel freely between sites</p> <p>Highly motivated with a genuine interest to work in the countryside</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Full UK driving licence</p> <p>DBS clearance</p>	