

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Countryside Ranger
Service:	Communities
Team:	Parks & Countryside
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Head Ranger
Responsible for:	Supervising Seasonal Rangers, Volunteers
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> To be a key member of the ranger team delivering projects and work activities that protect and conserve Countryside sites with high level designations and status for conservation and heritage by delivering an annual work programme derived from site management plans and higher level stewardship schemes across the Borough To successfully promote Countryside work and engage volunteer groups, 	

delivering and promoting walks, talks, events and activities using the Council Web pages, Facebook and all relevant outlets in partnership with the Parks and Countryside and Communication teams

- To primarily be based at Frensham Common between 1st April and 1st October to assist with visitor management.

MAIN DUTIES AND ACCOUNTABILITIES

- Ensure day-to-day management of sites to comply with Health & Safety and to conserve and enhance biodiversity, access, recreation, landscape & cultural values for the benefit of Waverley residents
- Organise and supervise work carried out by contractors (including drawing up specifications and obtaining quotes) & carry out practical tasks as appropriate
- Work across all Waverley sites in partnership with officers in the Parks and Countryside team, taking part in team meetings and sharing responsibility for the delivery of the annual work programme, grant schemes and obtaining Awards
- Carry out Tree Hazard Assessment Surveys to comply with the Council's Tree Risk Management Guide and as directed by the Tree Officer. Record surveys on digital mapping system, generate work specifications and supervise contractors
- Deliver requirements of grant schemes (Higher Level Stewardship, Woodland Grant Scheme etc)
- Review & Update site management plans & implement the Action Plans. Deliver Capital works & seek external funding for projects as appropriate
- Ensure all work is carried out in a safe manner, which complies with the Council's H&S Policy and risk assessments. Carry out & update risk assessments for the sites, water bodies, events & tasks. Comply with Lone Working Policy
- Manage site users, enforce bylaws & protect the Council's land ownership. Provide public information & deal with enquiries
- Recruit volunteers, organise & supervise volunteer tasks. Organise an annual volunteer programme for summer and winter. Work in partnership with town coordinators and other departments or organisations to develop community projects and seek additional funding for projects
- Liaise with the Head Ranger, officers in the Parks and Countryside service and the Council's Communications section where necessary to help promote and communicate the work of the service and its volunteers, events etc, so that the public, Councillors and other organisations are aware of the work the service does
- Liaise with local Councillors, local user and interest groups, leaseholders & relevant statutory bodies as required
- From time to time, respond to "out of hours" call out requests to attend urgent incidents, eg fire, severe weather, break ins at ranger offices (requests will come from the Council's out of hours emergency service SMS, alarm companies or staff coordinating civil emergency response)
- Provide weekend duty cover at Frensham Great Pond as part of a rota
- Provide day to day sites cover as part of the Countryside rota

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise

assist in ensuring business recovery of key service provision in a 24 hour window

- **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

This **Job Description** is current as at the date shown above. In consultation with you, it is liable to variation as the needs of the Council may require.

DIMENSIONS OF THE ROLE

- Responsible annually for identifying and developing revenue and Capital works (approx. £50,000 depending on scheme)
- Dealing with enquiries by telephone, email & letter – 20 per day
- Developing volunteer tasks, annual work programme, supervise staff and work experience – As required, weekly, monthly, annually
- Tree Inspections – 1 to 2 days per week approximately during the course of a year
- Weekend duty – on a rota approx. every 3 to 4 weeks through the summer. April to October

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

The individual has full responsibility for the day-to-day decisions in the management of sites and the supervision of any assistant rangers, seasonal staff, countryside apprentice, students or volunteers. Any issues that may be controversial or have policy implications should be discussed with the line manager.

PLANNING/ORGANISING/CONTROLLING

- Organising own Time
- Planning HLS and Annual Work Programme delivery
- Supervision and work planning for Volunteers, work experience, Apprentice Ranger, Seasonal Rangers
- Preparing Capital Bids, Grant Applications and their delivery
- Main point of contact for managed sites with responsibility for site management
- Working with ARC, Partnership projects, National Trust and Stake Holders, User Groups, Sailing Club, Angling Club
- Building relationships with Locals, residents, site users, Parish Councils

CUSTOMERS AND CONTACTS

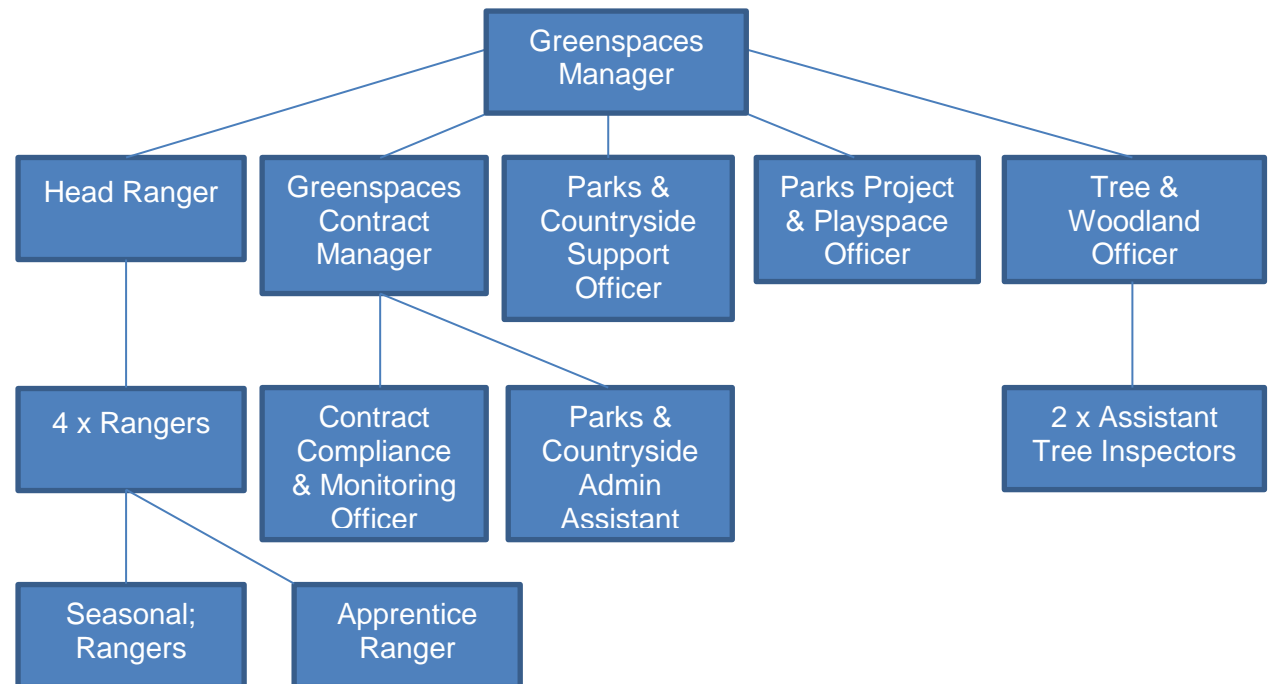
INTERNAL

- Officers and elected Members, other departments & services, mainly Parks, Leisure, Housing, Planning, Policy, Estates and Legal.

EXTERNAL

- General public, Town & Parish Council's, statutory bodies, voluntary conservation groups, residents and friends / user groups.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	A relevant qualification in Environmental Conservation, Countryside Management etc, or NVQ in Environmental Conservation at least Level 2 or equivalent.	A,C	Current First Aid Certificate	A,I
	NPTC/Lantra Chainsaw Certificate – Crosscutting and Small Tree	A,C	Tree Hazard Inspection Qualification	A,I
			Professional Membership/s	A,I
			Previous experience of enforcement or CSAS training.	A,I
KNOWLEDGE /TECHNICAL SKILLS	Experience of practical countryside management in a site management role	A,I	Interpretation & education experience	A,I
	Experience of supervising volunteer groups & tasks	A,I	Conservation and ecology of woodland and heathland	A,I
	Project management experience	A,I	Awareness of Safeguarding	A/I
	Experience of carrying out Risk Assessments	A,I	Forestry and Countryside machinery, equipment and tools.	A,I
			Experience of managing Sites of Special Scientific Interest and Higher Level Stewardship Agreements.	A,I

			Experience and knowledge of tree hazard assessment & surveying	A,I,E
			Budget management	A,I
COMMUNICATION	Strong communication skills both verbal & written	A,I	Understanding of public consultation and ability to undertake consultation processes.	A,I
	Confident & happy to work substantially on your own & make sound decisions but also to be part of the green spaces team.	A,I		
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I	Experience of working for Local Authorities	A,I
	Excellent customer service & ability to deal with difficult people & manage conflict positively.	A,I	Ability to recognise & deal appropriately with political issues	A,I
	Accurate spoken English is essential for the post	I		
TEAM WORKING	Ability to contribute positively and maintain effective working relationships in a small team	A,I		
	Time Management skills	A,I		
MANAGING SELF AND OTHERS	Good organisational skills	A,I		
CAN DO APPROACH /	Willing to challenge oneself and develop own potential	A,I		

ACHIEVING RESULTS	Willing to work outside of normal working hours	A,I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A	4wd and off-road experience	A,I
	Full valid driving licence	A,I,C		

How assessed

A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

For Official Use only			
Job title:	Countryside Ranger	Post no:	ED06
Service:	Communities	JE score:	233
Team:	Greenspaces	Pay band:	8
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	2	
REVIEWED BY:	Head Ranger	DATE:	February 2021
CHECKED IN:	Human Resources	DATE:	February 2021
LAST UPDATED:	Human Resources	DATE:	February 2021