
Recruitment information

Job description and person specification

Your title	Countryside Ranger
DBS check	Basic
Post number	CS222
Your team	Culture, Leisure and Environment
You would be based	Civic Centre, High Street, Esher
Your line manager	Countryside Estates Officer



Elmbridge
Borough Council

About the role

Culture, Leisure and Environment Services is a dynamic, customer focused, service orientated and fast moving Division dedicated to providing high quality services which meet the needs of the community and contribute to a better quality of life.

Working within the Countryside Team you will join a team of dedicated Rangers carrying out practical habitat management and estate work, covering Local Nature Reserves, a SSSI and Open Spaces managed for the benefit of wildlife and recreation in the Borough.

An enthusiastic individual is sought for an immediate start. Must demonstrate experience in nature conservation and possess a current driving licence.

The main purpose of the role:

To work as part of the Council's Countryside Team, undertaking habitat management and estate maintenance duties including managing countryside volunteers and noxious weed control, 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.

Manage the countryside volunteer programme delivering volunteer activities on the Countryside Estate.

Assist in the monitoring and supervision of contractors working on 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.

Identify, map and carry out noxious weed control across Council owned and managed land.

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.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our 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

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will 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.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect 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.

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.

What you need to tell us on your application form:

- 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.

Insert title Countryside Ranger

Team: Culture, Leisure and Environment Services

Salary: Scale 3 SCP14 £27,309 – Scale 4 SCP21 £ 31,390

Post no: CS222

Hours: 36 hours per week

Car allowance C4

Qualifications and education

No.	Key requirements	Desirable/essential	To be tested by: Application (A) Test (T) Interview (I)
1.	Relevant qualification to a minimum standard of National Diploma or equivalent work experience (paid or voluntary) relevant to the post.	E	(A)
2.	A-level Maths and English	E	(A)

Experience

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
3.	Familiar and/or capable with vehicles such as a 4 wheel drive and trailers.	D	(A) (I)
4.	Working with volunteer/school groups undertaking practical conservation tasks.	E	(A) (T) (I)
5.	Dealing face to face with the public.	D	(A) (I)
6.	Identification and management of noxious weeds and an understanding of legislation for the management of noxious weeds	E	(A) (T) (I)

Knowledge, skills and abilities

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
7.	Able to work on own initiative.	D	(A) (I)
8.	Good communication skills.	D	(A) (I)
9.	This post will require the flexibility to work on various Commons and other areas across the Borough.	E	(A) (I)

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
10.	Pesticide application certification (PA1, PA6, PA6W) or willingness to undertake the qualification.	E	(A) (I)
11.	Flexibility of work arrangements including occasional weekend/bank holiday and evenings.	E	(A) (I)
12.	Full Driving Licence	E	(A) (I)
13.	A DBS check is required for this position.	E	(A) (I)