

JOB DESCRIPTION AND RELATED POST DETAILS

DEPT: Leisure and Environment **JOB TITLE:** Park Ranger: Leavesden Country Park

SECTION: Tree and Landscape Unit (Leisure)

LOCATION: Leavesden CP, Heritage Wildlife Centre **POST CODE:** **GRADE:** 5

RESPONSIBLE TO: Senior Park Ranger

DIRECTLY RESPONSIBLE FOR:

None

INDIRECTLY RESPONSIBLE FOR:

None

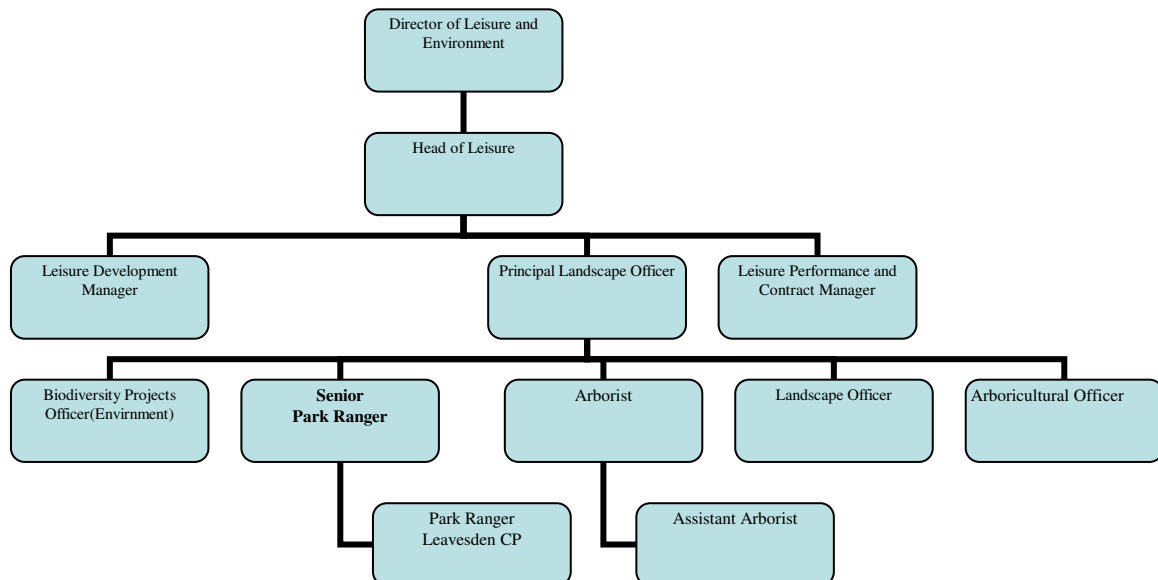
FUNCTIONAL CONTACTS:

Officers in Leisure and Environment

EXTERNAL CONTACTS:

Members of the public, local Councillors, MP's, contractors, outside agencies, police, PCSO's, Countryside Management Service officers, 'Friends of' groups, YMCA, clubs, local businesses, schools and other user groups.

PLACE IN ORGANISATION CHART OF DEPARTMENT:



OVERALL OBJECTIVE OF JOB:

To increase the number and range of people visiting Leavesden Country Park and work with key partners to deliver a programme of events and activities for local people and visitors to the area.

To create and deliver a comprehensive programme of educational walks, talks and other outreach activities in line with the Activity Plan submitted as part of the Heritage Lottery Fund bid. The emphasis will be on developing relationships with schools, community groups and the public.

To engage partners in developing, implementing and reviewing the site management plans at Leavesden Country Park.

PREPARED BY: AGREED BY HEAD OF DEPT: AGREED BY POSTHOLDER:

INITIALS ____JH____ SIGNATURE _____ SIGNATURE _____

DATE ____July 2015_ DATE _____ DATE _____

Date amended:

SUMMARY OF MAIN DUTIES

1. To assist in developing, implementing and reviewing site Management Plan's.
2. To co-ordinate volunteer tasks linked to the implementation of the site Management Plans.
3. To fully support the applications for Green Flag Awards and implement the HLF Activity Plan.
4. To develop and implement a programme of environmental projects; to include leading educational activities on site with schools, community groups, Youth Offending Team, Probation Service and the general public.
5. Fulfil community liaison role, including the public, police, PCSO's, 'Friends' groups, YMCA, clubs and associations.
6. To communicate with visitors, face to face and on the telephone, in a friendly and helpful manner. Provide information and answer questions from members of the public, as required.
7. To co-ordinate volunteers undertaking wildlife surveys at the site in close liaison with CMS/ Hertfordshire Ecology.
8. To carry out regular patrolling and providing a presence at Leavesden Country Park.
9. To participate in out of hours working, inclusive of weekends, evenings and bank holidays, according to operational demands. Note there will be an element of lone working.
10. To record information, including the writing of a daily log of incidents and deal effectively with issues/problems.
11. To maintain effective links with the Grounds Maintenance team and to initiate emergency procedures in the event of identifying problems.
- 11a. To be responsible for locking and unlocking of the Heritage Wildlife Centre and for undertaking some basic building checks and testing for which full training will be given (to be advised).
12. To assist in the enforcement of bye laws and relevant legislation and discourage antisocial behaviour.
13. Deal effectively with members of the public, local Councillors, MP's, contractors, other Council service areas and outside agencies etc... Provide advice, guidance, evidence and environmental information within the scope of the department and local authority's requirements.
14. Handle enquiries and complaints in liaison with the Senior Park Ranger.
15. To ensure that the Senior Park Ranger is kept up to date with the work programme of Park Ranger with regular updates.
16. Attend Council and local community meetings, as required.

IMPORTANT NOTES RELATING TO DUTIES

In dealing with any form of contract or tendering procedures on behalf of the Council, the holder of this post is personally responsible for ensuring that he/she:-

- a) is familiar with the relevant requirements of Council's Constitution, Contracts Procedures Rules and Financial Procedure Rules, Code of Official Conduct and other management guidance that may be given from time to time;
- b) complies with these formal requirements and related procedures; and
- c) seeks advice from a more senior officer if in any doubt about the proper course of action.

NB

This job is as currently perceived but management reserve the right to alter it in consultation with the post-holder in order to update it and take account of any changes identified. It is anticipated that annual appraisal will lead to updating of the job description.

REQUIREMENT FOR JOB	ESSENTIAL	DESIRABLE
<p><u>1. EDUCATIONAL QUALIFICATIONS</u></p> <p>GENERAL</p> <p>JOB RELATED Professional / Vocational</p>	<p>Educated to HND level.</p> <p>Experience of Countryside Management.</p>	<p>Degree or equivalent in Countryside Management or related subject.</p> <p>First Aid Certificate</p>
<p><u>2. EXPERIENCE</u></p> <p>GENERAL</p> <p>Duration, Type & Level</p> <p>JOB RELATED</p> <p>Duration, Type & Level</p>	<p>Extensive experience of Countryside Management.</p> <p>Experience of writing reports and other administrative tasks.</p> <p>Experience of Parks and Open Spaces issues.</p> <p>Experience of working directly with the public/community projects.</p>	<p>Local knowledge</p> <p>Experience of leading educational walks and talks.</p>
<p><u>3. SKILLS & ATTRIBUTES</u></p> <p>ICT</p> <p>MANAGEMENT / SUPERVISION</p> <p>TEAMWORKING</p> <p>COMMUNICATION</p> <p>MOTIVATION</p> <p>COMMITMENT</p>	<p>Computer literate.</p> <p>Must be able to lead tasks in the field.</p> <p>Must be able to work effectively as part of a team.</p> <p>Must have excellent communication skills, both written and verbal. Ability to promote ideas. Must have an ability to demonstrate understanding of customer needs and to be able to respond appropriately.</p> <p>Enthusiastic and energetic and keen to contribute at all levels to the team.</p> <p>Must be able to work with minimum supervision. Must be able to work effectively under pressure and to be able to prioritise</p>	<p>Experience of using Microsoft.</p>

OTHER WORK RELATED SKILLS Specify	workloads. Knowledge of environmental working practices, e.g. coppicing	
4. OTHER FACTORS		
WORKING ARRANGEMENTS	TRDC currently promote flexible working. Out of hours working is required from the post holder.	
ABILITY TO DRIVE	Full driving licence required	
LOCATION	Leavesden Country Park/ Three Rivers House	
OTHER	This Post is subject to a Criminal Records Bureau (CRB) check.	
Person Specification drawn up by :	Julie Hughes	
Position :	Principal Landscape Officer	
Personnel Department check by :		
Position :		
N.B. Be aware of Equal Opportunities considerations when completing this section. Ensure only genuine occupational qualifications are included.		

MAIN TERMS AND CONDITIONS OF EMPLOYMENT: The conditions of Service are as laid down by the National Joint Council for Local Government Services.

- (a) **Salary Grade : Grade 5 (£20,253 to £22,212)** per annum (pro rata). Starting salary will be subject to negotiation. Increments within the scale will be paid, subject to satisfactory service, on 1st April each year (subject to having been in post for 6 months) until the post-holder reaches the maximum incremental point on the scale. The salary scales themselves are normally reviewed at National level on 1st April each year. In addition to the basic salary, the London (Inner Fringe) Weighting Allowance of £824 per annum is payable.
- (b) **Annual Holiday :** 28 working days (30 after 5 years Local Government service) plus statutory holidays. Pro-rata of these figures apply to part time positions.
- (c) **AMEND ACCORDINGLY**
- Hours of Work :** The average working week for the post is one of 37 hours per week. There will be an agreed rota system, which will include weekend and evening working.
- (d) **Probationary Service :** The appointment of every new entrant to Local Government Service is subject to a period of probationary service of not less than 3 months or more than 6 months. At the end of the probationary period, subject to a satisfactory

report from the Head of Department, the appointment is confirmed.

- (e) **Pension Scheme** : Employees of the Council are automatically included in the Local Government Pension Scheme. The Scheme is administered on the Council's behalf by Hertfordshire County Council. Employee contributions are 6% of salary. Should employees not wish to join the scheme then they must opt out using the appropriate form.
- (f) **Medical Report** : Appointment will be subject to a satisfactory medical report from the Council's Medical Adviser or from your own Doctor if you live a long way from the District. If a medical report is requested from a doctor who has at any time attended you, we will seek your consent to the request under the Access to Medical Reports Act 1988.
- (g) **Essential** : An Essential User Car Allowance for a vehicle not exceeding 1450 cc is applicable to this post. To qualify for this allowance the post-holder must have their own car readily available at all times, at or in the area of their place of work.
- (h) **Smoking Policy** : It has been agreed that smoking will be restricted in all Council Offices. Failure to comply with the Council's NO SMOKING policy will result in disciplinary action being taken.

COMPLETED APPLICATIONS SHOULD BE SENT TO :

**Julie Hughes
Principal Landscape Officer
Department of Leisure and Environment
Three Rivers District Council
Three Rivers House
Northway
Herts
WD3 1RL**