

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Specialist Countryside Ranger - Woodlands	JEID	
Salary Grade:	Scale I		
Team:	Country Parks and Green Spaces		
Service Area:	Waste Management & Country Parks, Place & Economy, Communities		
Primary Location:	Kingsbury Water Park, with travel to other Warwickshire Country Park Sites		
Political Restriction	This position is not politically restricted.		
Responsible to:	Operations Manager – Country Parks		
Responsible for:	N/A		

#### Role Purpose

To make a significant contribution to the coordination and implementation of management and maintenance of the County Council's Country Parks and Greenway sites, with a specialist focus on management of the Parks' woodlands

To manage and maintain the parks' natural habitats, primarily for the benefit, enjoyment and understanding of visitors

To lead environmental education programmes (for all ages), promote and facilitate outdoor recreation, including liaison with site users, local residents, volunteers and other relevant interest groups.

Develop opportunities for and support existing commercial projects through the Natural Estate.

#### Role Responsibilities

To lead the development and implementation of management plans, through habitat management on woodland sites

To manage practical habitat enhancement work to support biodiversity, manage the impact of flooding, and future impacts of climate change for net environmental gains

To organise the control of Invasive Non-Native Species (INNS) across sites and to prepare and

implement integrated biodiversity plans

Build, develop and maintain positive working relationships with relevant advisors and partners, i.e. Forestry and Ecology Teams, RSPB, Environment Agency, Forestry Commission

Develop, lead and support volunteers in the maintenance of woodland and wider site management

To increase awareness, understanding and appreciation of the ecology of woodland amongst user groups and visitors

To provide a high-profile point of contact for visitors by giving information, advice and assistance.

To assist in, and contribute to, the interpretation of the country parks through guided walks, events, leaflets and displays, which enhance the visitors' enjoyment of the site.

To assist or lead the provision of a variety of school and other educational programmes, working closely with the Specialist Rangers for Education, Communities & Health

To support the wider team in ensuring that safety, hygiene and cleanliness are maintained, and to take action to remedy any shortfalls or to report them as necessary.

To help open and close the site and its facilities at the specified times.

Establish and maintain good links with the local community through parishes, friends of groups and other external bodies.

To support the Operations Manager and Senior Rangers in the work planning and development of the team.

To ensure safe working practices by producing and reviewing risk assessments in accordance with health and safety practice for activities.

To lead in the development and implementation of a programme for woodlands-specific site maintenance (including supervision of contractors), habitat management / creation and improvement of visitor facilities.

To communicate effectively with a wide range of organisations and individuals through personal contact; meetings; print; broadcast and electronic media, working closely with the Marketing & Events Officer.

To be responsible for the safe use and maintenance of all equipment and vehicles used to perform the Woodlands Ranger duties, and advise rangers across other sites as necessary.

To undertake any other reasonable duties as required.

To work on the rota system that applies and includes working weekends and Bank Holidays, with the exception of Christmas Day, when the Parks are closed

## **Section B: Person Specification**

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Assessed By:



### Essential Criteria

Degree or equivalent experience in environmental science/ ecology/ woodland management	A, I D
Experience of managing woodland habitats	A, I
Experience of preparation and implementation of site management plans	A, I
Experience of dealing with members of the public/ customer service skills	A, I
Excellent communication skills, including verbal, written	A, I, P
Experience of working with people from all ages, abilities, backgrounds	A, I
Ability to work in a team	A, I
Ability to work under own initiative and lone working	A, I
Good IT Skills, including email, Word, Excel, Social Media	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions and prioritising work	A, I
Mobility essential. Able-bodied applicants must be able to drive and have a full driving licence. Disabled applicants should be able to perform the job with aid, where necessary	A, I
A working understanding of health and safety at work legislation	A, I
Experience of running public events, including walks, talks and presentations	A, I
Experience of developing partnerships with community groups, voluntary bodies and partner organisations	A, I
Experience of carrying out practical habitat management and estate work to a high standard	A, I
Able to work weekends and Bank Holidays flexibility to and cover extra shifts as required	A, I

### Desirable Criteria

Assessed By:

Knowledge of habitat surveying techniques	A, I
Experience of securing grant funding income	A, I
Experience of managing budgets	A, I
Experience of project management	A, I
Good commercial awareness, including income generation, cost benefit analysis and market forces	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

## **Health & Safety at Work**

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## **Potential Hazards & Risks**

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore

not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	