

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:	Assistant Ranger	JEID	G0001
Salary Grade:	Grade D		
Team:	Country Parks		
Service Area:	Heritage and Environment, Communities Group		
Primary Location:	Burton Dassett Hills Country Park, Southam, Warwickshire CV47 2AB Hartshill Hayes Country Park, 155 Oldbury Road, Nuneaton CV10 0TH Kingsbury Water Park, Bodymoor Heath Lane, Kingsbury, Sutton Coldfield B76 0DY Pooley Country Park, Pooley Lane, Polesworth, Tamworth B78 1JA Ryton Pools Country Park, Ryton Road, Ryton-on-Dunsmore, Coventry CV8 3BH		
Political Restriction	This position is not politically restricted.		
Responsible to:	Countryside Ranger		
Responsible for:	-		

Role Purpose

To enhance and promote visitor enjoyment and understanding of the County Council's countryside recreation sites.

To assist with environment education programmes, guided walks, holiday activities and birthday parties.

To assist in the management of the parks for the benefit of both visitors and wildlife.

Role Responsibilities

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, parties, 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 as required.

To assist or lead in establishing and running Volunteer Groups, carrying out practical conservation and other appropriate tasks as required.

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

To bailiff the fishery in accordance with fishing rules and regulations as required.

To collect monies from shop sales, events and other such activities. Ensure security of cash from car parking and fishing ticket machines and complete banking returns as required.

To enforce any car parking rules and issue penalty tickets as required.

To carry out regular checks of the site to ensure that safety, hygiene and cleanliness are maintained, empty bins and to take action to remedy any shortfalls or to report them as necessary.

To undertake regular cleaning including toilets and specific areas, to a set standard. Replace toilet tissue, hand towels etc as required.

To assist in the tea room as directed and required.

To be responsible for litter clearance, including litter and dog bin emptying.

To undertake routine maintenance including strimming, mowing and general upkeep of the park.

To travel to other Country Parks throughout the county and carry out similar tasks as required.

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).

Essential Criteria

Assessed By:

Knowledge of native flora and fauna	A, I, T
Practical countryside skills inc use of hand tools; power tools and/or NPTC qualification	A, I, D
Previous experience of working or volunteering in country park or leisure environment	A, I
Customer service experience	A, I
To be able to communicate, in person and/or in writing a variety of information to a range of people in a front line service	A, I
Able to evaluate the best course of action when faced with a problem, or a number of options	A, I
Experience of delivering activities and events for different age groups	A, I
Ability to walk and cycle up to 5 miles on uneven terrain and in all weathers	A, I
Mobility essential. Able-bodied applicants must be able to drive and have a driving licence. Disabled applicants should be able to perform the job with aid, where necessary	A, I, D
Experience of working within a team; on own initiative and lone working	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions and prioritising work	A, I
Able to work week-ends and Bank Holidays flexibility to and cover extra shifts as required	A, I
Good literacy and numeracy skills	A, I
Experience of accurate cash handling	A, I

Desirable Criteria

Assessed By:

Knowledge of Health and Safety legislation and risk assessment processes	A, I
Experience of towing of trailers, use of 4Wheel Drive, and tractors	A, I
Conservation knowledge and habitat management	A, I
Qualification/studying for countryside/recreation management or equivalent further education in relevant subjects	A, I, D

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 checked="" 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 checked="" type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" 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 checked="" type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	