

Job description

Job title:	Ranger
Grade:	Level 1 – Dorset Council Grade 7 Level 2 – Dorset Council Grade 8
Job evaluation reference:	NE325a,b
Job family:	Natural Environment

Purpose and impact

1. This post is part of Dorset Countryside, the service's priorities are:
 - Conserving Dorset's unique natural and historic environment.
 - Ensuring access to and enjoyment of the countryside for all.
 - Supporting the development of Dorset's economy, addressing climate change and other sustainability issues.
 - Making a positive contribution to health and well-being.
 - Providing opportunities for lifelong learning and skills development including extra-curricular activities for young people.
 - Supporting communities and social inclusion through engagement and volunteer involvement.
 - Work constructively with Gypsies and Travellers to manage authorised and unauthorised encampments and provide additional authorised sites.
 - Delivering a cost effective, high quality and customer-focused service.
 - Ensuring we meet or exceed our statutory and safety obligations.

Key responsibilities

2. To support the delivery of an agreed programme of countryside, grounds and access management work within the designated area and role.
3. To assist the Senior Ranger / Area Manager when appropriate.
4. To contribute to the development of the wider team and service as specified by the Senior Ranger, Area Manager or Group Manager.

Grade 7 – Level 1 Ranger:

5. Supporting senior officers in the management and day to day operation the area team, including the effective management of countryside, grounds and access projects.
6. Day to day project and personal administration, including procurement, financial monitoring, report writing and effective communications.
7. Communicating with partners at the appropriate level, including funding bodies, charities, landowners, interest groups, parishes, local community groups, customers and other stakeholders.
8. Managing and supervising volunteer resources including Volunteer Rangers, RoWLOs, work experience and educational placements.
9. Supporting the development of income and external funding applications and achieving agreed income targets.
10. Day to day management of appropriate facilities, grounds, resources, Rights of Way and other countryside infrastructure to a high standard for public safety and enjoyment.
11. Dealing with customer feedback, complaints and a wide range of general enquiries.
12. Assisting in the development of site, project and access management plans.
13. Representing the service, promoting its work, and being an advocate for Dorset Council and its partners.



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14. Any other lesser or comparable duties as required.

Grade 8 – Level 2 Ranger (in addition to Level 1)

15. Managing day to day operations of a designated team including the management of appropriate facilities, resources and countryside infrastructure to a high standard for public safety and enjoyment.
16. Supporting senior staff in the effective development and management of countryside and access projects.
17. Negotiating and communicating with partners, including funding bodies, landowners, interest groups, local communities, government agencies, internal colleagues, customers and other stakeholders.
18. Managing and supervising volunteer resources including Volunteer Rangers, RoWLOs, work experience and educational placements.
19. Ensuring statutory and safety obligations are met, and there is compliance with legal and technical matters relating to sites, access and general countryside management.
20. Developing income and external funding applications and achieving agreed income targets.
21. Developing site, project and access management plans.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

22. Reporting to: Appropriate manager as specified in the context statement
23. Responsibility for:
 - i. Line managing, and supervising staff as agreed within the role, including Assistant Rangers, Estate Workers, Agency and Seasonal staff.
 - ii. Supervising and training volunteers, including Friends, Volunteer Rangers and other formal volunteer groups.
 - iii. Organising and supervising students and other placements, including apprentices / trainee rangers.
 - iv. Ensuring all risk assessments and other Health and Safety requirements are in place for staff.

Other factors

24. Resources: vehicles, equipment, tools, protective clothing and budget (varies annually but generally within 10-30k.
25. Occasional off-road driving with and towing trailers.
26. Practical countryside work, including hazardous operations involving powered equipment (such as chainsaws) and driving off road.
27. Outdoor working throughout the year in all weathers.
28. Exposure to a number of biohazards including Weil's and Lyme's disease.
29. To be responsible for the outcome of relationships with a wide range of internal and external contacts, including other service providers, ensuring the effective delivery/provision of the service.



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30. Flexible approach to working hours, including occasional weekend, bank holiday and early/late working.
31. Frontline service delivery, sometimes resolving disputes and operating in hostile situations.
32. High level of responsibility for the initiation, development and delivery of projects and designated responsibilities.
33. Tight deadlines for achieving projects and reports etc.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. A relevant qualification in countryside management i.e. National Certificate, National Diploma or minimum of NVQ Level 2 in Environment Conservation.
Experience
2. Relevant practical experience with a Countryside / ROW management organisation
3. Experience of working with people in difficult and challenging circumstances
4. Experience in assessing and eliminating / minimising risk
Skills, abilities & knowledge
5. A good working knowledge of ROW / Access law, countryside law, national, regional and local policy
6. Basic knowledge and experience in information technology, especially Microsoft Office and GIS software
7. High awareness of a wide range of health and safety issues and a working knowledge of assessing and eliminating / minimising risk
8. Good knowledge of IT systems
9. To complete a range of practical countryside / ROW management tasks to a high standard
10. To be able to carry out vegetation clearance using machinery and hand tools
11. Effective communication skills i.e. an ability to communicate with members of the public, landowners, farmers, local community groups, volunteers, partner organisations and colleagues
12. The ability to supervise, instruct and organise an Apprentice, volunteer work parties, volunteers and work experience students
13. Proven organisational abilities and ability to plan and organise work
14. To maintain high standards in project delivery and day to day work
Behaviours
15. Respect
16. Responsibility
17. Recognition
18. One Team: Collaboration
Other
19. To be motivated, enthusiastic and adaptable
20. Ability to work as part of a team and on own using their own initiative
21. Ability to deal with potential situations of conflict
22. Full driving licence
23. Flexibility to work unsocial hours, including evenings, weekends and Bank Holidays

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.



Person specification

Qualifications/ training/registrations	
24.	First Aid at Work certificate
25.	NPTC or Lantra qualification in brushcutting, pesticide use, chainsaw use
26.	A valid Health and Safety Certificate
27.	City & Guilds A2 Assessor Award
Experience	
28.	Experience of supervising people e.g. staff, apprentices, work placements or volunteers
29.	Experience in using a brush cutter, hedge trimmer and other power tools
30.	Experience of off-road driving
31.	Lone working experience
Skills, abilities & knowledge	
32.	Knowledge of the Dorset Countryside
33.	Use of Cside system
34.	A working knowledge of the National Diploma assessment process
35.	To use the Cside GIS system to organise and complete work to carry out on-going assessment of the Team's Apprentice Ranger as part of their National Diploma qualification
Other	
36.	Be able to fulfil the travel requirements of the post

Approval			
Manager	Hamish Murray	Date	April 2013

