

Job description

Job title: Assistant Ranger
Grade: Dorset Grade 6
Job evaluation reference: NE326
Job family: Natural Environment

Purpose and impact

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

Key responsibilities

10. To support the delivery of an agreed programme of countryside and site management work within the designated area and role.
11. To assist, and deputise for, the Countryside Ranger when appropriate.
12. To contribute to the development of the wider team and service as specified by the Senior Ranger or Group Manager.
13. Supporting the area team in the management and day to day operation of sites, countryside management and access projects.
14. Day to day and personal administration, including effective communications, occasional procurement, financial monitoring and report writing.
15. Communicating with a wide range of stakeholders, including landowners, interest groups, parishes, local community groups and the general public.
16. Supervising volunteer resources including Volunteer Rangers, work experience and educational placements.
17. Supporting the development of income and external funding applications and helping to achieve agreed income targets.
18. Day to day management of appropriate facilities, resources, Rights of Way and other countryside infrastructure to a high standard for public safety and enjoyment.
19. Dealing with customer feedback and a wide range of general enquiries.
20. Assisting in the development of site, project and access management plans.
21. Representing the service, promoting its work and being an advocate for Dorset County Council and its partners.
22. Any other lesser or comparable duties as required.



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

23. Reporting to: Appropriate manager as specified in the context statement.
24. Responsibility for:
 - i) Occasionally deputising for the Ranger in the direct management and training of 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 met.

Other factors

25. Vehicles, equipment and tools.
26. Small allocated budget.
27. Protective clothing/equipment.
28. Occasional off-road driving with and towing trailers.
29. Countryside work, including some hazardous operations involving powered equipment (such as chainsaws) and driving off road.
30. Outdoor working throughout the year in all weathers.
31. Exposure to a number of biohazards including Weil's and Lyme's disease.
32. 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.
33. Flexible working hours, including the possibility of occasional weekend, bank holiday and earl/late working.
34. Frontline service delivery, sometimes resolving disputes and operating in hostile situations.
35. High level of responsibility for the initiation, development and delivery of projects and designated responsibilities.
36. Tight deadlines for achieving projects and reports etc.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. A relevant qualification in countryside management i.e. National Certificate, National Diploma or minimum NVQ Level 2 in Environmental Conservation	Application form
2. First Aid at Work certificate	Application form
3. NPTC or Lantra qualification in brushcutting, pesticide use, chainsaw use	Application form
Experience	
4. Relevant practical experience with a Countryside / ROW management organisation	Application form
5. Experience of working with people in difficult and challenging circumstances	Application form
6. Experience in assessing and eliminating / minimising risk	Application form
Knowledge	
7. A good working knowledge of ROW / Access law, countryside law, national, regional and local policy	Application form Interview Assessment
8. Basic knowledge and experience in information technology, especially Microsoft Office and GIS software	Application form Interview Assessment
9. High awareness of a wide range of health and safety issues and a working knowledge of assessing and eliminating / minimising risk	Application form Interview Assessment
Skills and abilities	
10. To complete a range of practical countryside / ROW management tasks to a high standard.	Interview Assessment
11. To be able to carry out vegetation clearance using machinery and hand tools.	Interview Assessment
12. Effective communication skills i.e. an ability to communicate with members of the public, landowners, farmers, local community groups, volunteers, partner organisations and colleagues	Interview Assessment
13. The ability to supervise, instruct and organise an Apprentice, volunteer work parties, volunteers and work experience students	Interview Assessment
14. Proven organisational abilities and ability to plan and organise work	Interview Assessment
15. To maintain high standards in project delivery and day to day work	Interview Assessment



Our values	
16. Respect	Interview Assessment
17. Together	Interview Assessment
18. Accountability	Interview Assessment
19. Openness	Interview Assessment
20. Curiosity	Interview Assessment
Other	
21. To be motivated, enthusiastic and adaptable	Application form
22. Ability to work as part of a team and on own using their own initiative	Application form
23. Ability to deal with potential situations of conflict	Application form
24. Full driving licence	Application form
25. Flexibility to work unsocial hours, including evenings, weekends and Bank Holidays	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
26. A degree or equivalent in a relevant subject	Application form
27. A valid Health and Safety Certificate	Application form
28. City & Guilds A2 Assessor Award	Application form
Experience	
29. Experience of supervising people e.g. staff, apprentices, work placements or volunteers	Application form
30. Experience in using a brush cutter, hedge trimmer and other power tools	Application form
31. Experience of off-road driving	Application form
32. Lone working experience	Application form
Knowledge	
33. Knowledge of the Dorset Countryside	Application form Interview Assessment
34. A working knowledge of the National Diploma assessment process	Application form Interview Assessment



Skills and abilities	
35. Use of Cside system	Interview Assessment
36. 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	Interview Assessment
37. National Diploma qualification	Interview Assessment
Other	
38. Be able to fulfil the travel requirements of the post	Application form

Approval

Manager's job title: Hamish Murray

Date: April 2013

