

# Job description

**Job title:** Assistant Ranger

**Grade:** Dorset Council Grade 5

**Job evaluation reference:** NE322

**Job family:** Natural Environment

## Purpose and impact

To support the delivery of projects aimed at conserving Dorset's unique natural and historic environment, ensuring inclusive access and enjoyment of the countryside for all, while enhancing community health, well-being, and social inclusion through volunteer engagement. The role contributes directly to providing cost-effective, customer-focused services that consistently meet or exceed statutory obligations and safety standards, positively impacting both local communities and the environment.

## Key responsibilities

1. To support the delivery of an agreed programme of countryside, verge and site management work within the designated area and role.
2. To assist the Countryside Ranger.
3. To contribute to the development of the wider team and ranger service as specified by the Senior Ranger.
4. Supporting the area team in the day-to-day management of appropriate sites and green infrastructure to a high standard.
5. Occasional working with the Gypsy and Traveller team to manage authorised and unauthorised sites.
6. Undertaking and supervising routine grounds maintenance works.
7. Ensuring correct operation and maintenance of allocated vehicles, equipment and other resources.
8. Carry out highway verge management.
9. Day-to-day and personal administration.
10. Attending training courses as required to ensure appropriate levels of skill and knowledge.
11. Communicating with customers, stakeholders and the general public as appropriate.
12. To undertake and supervise others delivering practical activities including volunteers and those on work experience and educational placements.
13. To direct and supervise others to ensure the correct operation and maintenance of allocated vehicles, equipment and other resources.
14. Assisting with the development of income generation initiatives and achieving agreed income targets.
15. Assisting in the development of site and project plans when appropriate.
16. Representing the service and promoting its work and being an advocate for Dorset Council and its partners.
17. Any other lesser of 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

Reporting to: Ranger or Senior Ranger Responsibility for:

- (i) Occasionally deputising for the Ranger.
- (ii) Supervision of Grade 4 Assistant Rangers.
- (iii) Supervision of volunteers, Trainee Rangers and other placements as appropriate.
- (iv) Ensuring all risk assessments and other Health and Safety requirements are met.

## Other factors

- 25. Vehicles, equipment and tools.
- 26. Protective clothing / equipment.
- 27. Responsibility for Health and Safety and risk assessments.
- 28. Off road driving with and towing trailers.
- 29. Practical countryside work, including hazardous operations involving powered equipment (such as chainsaws), pesticides and chemicals.
- 30. Working on highways including high speed roads.
- 31. Primarily a manual post with outdoor working throughout the year in all weathers.
- 32. Possible exposure to a number of biohazards including Weil's and Lyme's disease.
- 33. 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.
- 34. Flexible working hours, including late and early working.
- 35. Frontline service delivery, sometimes resolving disputes and operating in hostile situations.
- 36. A level of responsibility for the initiation, development and delivery of projects and designated responsibilities.
- 37. An Enhanced DBS check is required.

## 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. We'll also use references to confirm that you meet the criteria for this role.

## 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.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Practical experience and knowledge or a BTEC or equivalent in countryside management i.e. National Certificate, National Diploma or minimum of NVQ Level 2 in Environmental Conservation	Application form
2. A full manual driving licence	Application form
<b>Experience</b>	
3. Relevant practical experience in Countryside / Rights of Way management, grounds maintenance, site management or construction	Application form
4. Experience in assessing and eliminating/minimising risk	Application form
5. Some experience of working with people in difficult and challenging circumstances	Application form
<b>Knowledge, skills and abilities</b>	
6. Significant working knowledge of the natural environment and relevant countryside issues	Interview Assessment
7. Significant understanding of the application of health and safety and/or other regulations within construction and/or area of responsibility	Interview Assessment
8. Able to work within a team environment	Interview Assessment
9. Able to follow procedures	Interview Assessment
10. To be able to carry out vegetation clearance using machinery and hand tools	Interview Assessment
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	Interview Assessment
12. The ability to supervise and instruct the team's Apprentice, volunteer work parties, volunteers and work experience students	Interview Assessment
13. To maintain high standards in project delivery and day to day work	Interview Assessment
14. To be motivated, enthusiastic and adaptable	Interview Assessment
15. Ability to deal with potential situations of conflict	Interview Assessment
16. Ability to work as part of a team and on their own using their own initiative	Interview Assessment
<b>Our values</b>	
17. Respect	Interview Assessment



18. Together	Interview Assessment
19. Accountability	Interview Assessment
20. Openness	Interview Assessment
21. Curiosity	Interview Assessment
<b>Other</b>	
22. Able to fulfil the travel requirements of the post	Application form
23. To be able to work outdoors in all weathers	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.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
24. 4 GCSEs	Application form
25. Health and Safety certificate	Application form
26. First Aid at Work certificate	Application form
<b>Experience</b>	
27. Experience of supervising people e.g. staff, apprentices, work placements or volunteers	Application form
28. Experience of off-road driving	Application form
29. Lone working experience	Application form
30. Experience in using a brush cutter, hedge trimmer, drills and other power tools	Application form
<b>Knowledge, skills and abilities</b>	
31. Awareness of project management procedures	Interview Assessment

## Approval

Manager's job title:

Date: March 2025

