

## Job description

Job title: Senior Countryside Ranger  
Grade: Grade 11  
Job evaluation reference: NE516  
Job family: Natural Environment

### Purpose and impact

1. Under the guidance of the Greenspace Manager, the Senior Ranger will have management responsibility for a given geographical area within Dorset. The Senior Ranger will be responsible for managing a team, managing a budget and prioritising areas of work.
2. To manage a diverse area of the Greenspace service to facilitate access to the countryside, maintain public amenity areas and to maintain roadside verges and infrastructure.

### Key responsibilities

3. To lead and manage staff, volunteers and contractors as required.
4. To develop site management plans for countryside site and nature reserves.
5. To lead and develop projects and access plans to improve the network of Dorset's public rights of way.
6. To deliver agreed programmes of work as directed by the Greenspace Manager.
7. To contribute to the efficient and effective delivery of roadside verge management.
8. To work collaboratively with partners, local councils and the wider community.
9. Primary responsibility for allocated service functions including managing rights of way, managing countryside sites, commenting on planning proposals and managing specific projects and aspects of service.
10. Development of services including income generation and applying for external funding bids as required.
11. Leading on an allocated service function.
12. Project administration including: procurement, tendering, financial monitoring, report writing and effective communications.
13. Ensuring statutory and safety obligations are met, and maintaining compliance with legal and technical matters relating but not limited to, countryside sites, rights of way access, highway maintenance and general environment management.
14. Communicating with partners, clients and stakeholders at a senior level, including funding bodies, landowners, interest groups, parishes, local community groups, government agencies, internal colleagues and the general public to respond to issues and to develop and sustain good working relations and agreements.



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15. Providing responses and advice in relation to customer and community feedback, complaints and a wide range of general enquiries.

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: Greenspace Manager

Responsibility for:

Directly line managing staff as well as coaching and ensuring adequate training is in place for staff and volunteers.

- Undertaking staff one to one meetings
- Carrying out staff recruitment
- Dealing with staff related issues such as discipline and sickness management
- Ensuring all risk assessments are in place and adhered to
- Ensuring all other Health and Safety requirements are in place including PPE

### **Other factors**

16. Responsible for ensuring plant, vehicles, and tools are maintained.
17. Required to have use of own vehicle to undertake site visits and attend meetings.
18. Occasional off-road driving.
19. Occasional need to tow a trailer.
20. Occasional requirement to be on call to assist with the Council's winter preparedness strategy.
21. Required to complete a Basic DBS check and be familiar with safeguarding.
22. Manage and monitor own budget.
23. Occasional requirement to work outdoors in all weather conditions.
24. Occasional need for practical, physical work including the use of chainsaws and other power tools.
25. To liaise with partners, local councils and wider community groups.
26. Occasional exposure to potential biohazards or challenging members of the public during tasks such as disputes and enforcement action.
27. Manage a frontline service with a need to be reactive to unplanned events whilst maintaining the management of day to day activities.



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- 28. To be organised and reactive to efficiently deploy area resources to where they are most needed.
- 29. Work to deadlines to achieve results e.g. report writing, completing projects.

### **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.

<b>Qualifications/ training/registrations</b>	
Required by law, and/or essential to the performance of the role	
1.	A formal qualification in a countryside management NVQ Level 4 or above
2.	GCSE in Maths and English (or equivalent)
3.	Full <b>manual</b> driving licence
<b>Experience</b>	
4.	Experience in managing people and budgets
5.	Ability to work in a systematic, professional and well organised manner
6.	Previous experience in managing a team and possessing strong leadership skills
7.	Experience with identifying opportunities for income generation
8.	Experience in writing funding bids
9.	Significant experience in managing and leading on projects
10.	Significant experience in liaising with a wide range of stakeholder groups and responding to complex requests for information and giving complex, and professional advice
11.	Ability to meet deadlines and high work demands
<b>Skills, abilities &amp; knowledge</b>	
12.	Good written and verbal communication skills with customers and employees
13.	Accurate and precise in letter, email and report writing
14.	Exceptional organisational skills
15.	Good level of communication and interpersonal skills
16.	Good negotiation and conflict resolution skills
17.	Financial management skills
18.	Highly motivated, enthusiastic and flexible
19.	Ability to remain calm under pressure
20.	Ability to identify priorities and resolve difficulties using negotiation and diplomacy skills and in an expedient manner
21.	Computer literate – ability to use a wide range of computer software to process information
22.	Excellent coaching, leadership and motivation skills
23.	Excellent working knowledge of health and safety procedure and practice, keeping up to date with new procedures and standards
24.	Substantial professional knowledge of relevant laws relating to all areas of the role at international, national, regional and local policy levels
<b>Behaviours</b>	
25.	<a href="#">Responsibility</a>
26.	<a href="#">Respect</a>
27.	<a href="#">Recognition</a>
28.	<a href="#">One Team: Collaboration</a>
<b>Other</b>	
29.	Ability to fulfil travel requirement of the post and use of own personal vehicle
30.	Capable of impartial and objective judgement
31.	Committed to the provision of quality service delivery

32. Articulate and fluent verbal communications and presentation skills
33. A Basic DBS check is required

## Desirable

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

<b>Qualifications/ training/registrations</b>	
34. Relevant health and safety related qualification	
35. Educated to degree level in a relevant subject/management qualification	
36. Relevant professional membership	
37. First aid certificate	
<b>Experience</b>	
38. Experience in writing, producing and proof-reading reports, documents and any other written documentation as applicable to the role	
39. Previous experience working within a countryside management sector and/or within a local authority	
40. Experience in conducting public research	
<b>Skills, abilities &amp; knowledge</b>	
41. Ability to undertake own research and critically examine documents	
42. Ability to correctly apply previous experience to related subject areas	
43. Ability to carry out thorough documentary research and analysis in the context of current legislation and law	

<b>Approval</b>			
Manager	Greenspace Manager	Date	November 2024

