

## **JOB DESCRIPTION**

**Department:** Green Sefton

**Location:** Boroughwide

**Team:** Community and Resource

**Post No:** Various

**Post:** Ranger 4 (Community)

**JE No:**

**Grade:** E

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**Responsible to:** **Senior Ranger (Inclusion Programmes)** Engagement Officer

**Responsible for:** There are no direct reports

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### **Job Purpose:**

Delivery of routine maintenance and community volunteer events and activities in support of the Green Sefton team across Sefton's coastal sites, parks and greenspaces, working with members of the public, community/user groups, hard to reach groups, people with specialised needs and other stakeholders. To undertake this in conjunction with colleagues in Locality Hubs, and other partners who operate in a similar community environment.

Work with partners, such as the police, to achieve service outcomes such as reduction in anti-social behaviour, encouraging positive use of our assets and contributing to the Council's biodiversity and other duties.

To act as an ambassador for Green Sefton and Sefton Council.

### **Main Duties and Responsibilities:**

The post holder will be required to:

1. Assist in the management and development of the use of Green Sefton assets with a particular focus on engagement with schools and young people, apprentices, people with specialised needs, and volunteers from a variety of backgrounds.
2. Plan for and undertake practical works on site, as well as educational and diversionary events and activities, with volunteers and apprentices, hard to reach groups, and those with specialised needs etc in support of Green Sefton objectives – including reducing anti-social behaviour and vandalism, educating about nature conservation and wider environmental issues such as dog control, litter and climate change impacts.
3. Ensure that people undertaking tasks in your work area are organised, aware of maintenance specified quality and performance standards. Support with maintenance duties, examples would include litter picking, emptying bins, sand clearance, use

pedestrian and hand-held machinery, and potentially driving tractors and ride on machinery.

4. Liaise and communicate with the public, colleagues, community volunteers, partners, user groups, management and other Council services in a polite and courteous manner.
5. Undertake compliance activity ranging from advising members of the public through to enforcement action.
6. Liaise with partners whose work relates to land management such as Merseyside Police, Merseyside Fire & Rescue Service and the Probation Service to achieve joint aims and outcomes – such as the reduction of anti-social behaviour, vandalism etc.
7. Ensure that you and volunteers, people with specialised needs and apprentices etc. undertaking tasks assigned to you adhere to safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of the public. Take responsibility for the upkeep of the Health & Safety Operating system(s).
8. Ensure that you and volunteers, people with specialised needs and apprentices etc. assigned to work in your work area take responsibility for the security of vehicles, machinery, equipment, tools and buildings.
9. Responsibility to ensure basic on the job training with your community volunteers, partners and user groups is planned and organised; and that you are able to ensure specified quality standards achieved and team/individual development is recorded.
10. Manage the Botanic Gardens aviary and small mammals exhibit. To include assisting with stock and animal feed ordering, feeding and ensure appropriate care for the birds and animals, cleaning and care of the aviary itself, arranging for veterinary care as required etc.

### **Team Service Description:**

Green Sefton provides our communities with a clean, green Borough (including parks and greenspaces, trees and woodlands, play and recreational facilities, and our coast and countryside, which include specially protected sites) to the benefit of residents, visitors, investors, and nature.

The Community & Resources team focuses on the interactions this service has with the public both as users of services and volunteers. It encourages positive use, and discourages abuse, of our landscape. It manages trees and woodland across the borough, as well as sports and recreation users, and the commercial elements of the overall service. It measures performance of the service via quality and benchmarking awards. It is also the central point for business support and administration.

Supported by the Development Team it identifies, develops and delivers strategies and plans which lead to improvements to Green Infrastructure to contribute to the service outcomes and vision above. It delivers continuous improvement to develop the most effective, efficient and customer focused service including development of commercial opportunities relating to the use of its assets.

**To Deliver the following Outcomes:**

- Increase community involvement that supports our outcomes
- Increase the financial returns on our assets
- Support the management and development of our green infrastructure to deliver benefits for people, place and nature

**Linkages:**

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within the Green Infrastructure Service, other corporate departments, outside agencies and partners and members of the public. Some of the critical relationships for your post include:

- Sports and Leisure Services
- Civic Buildings
- Community
- User Groups
- Volunteers
- Partner Organisations

This does not represent an exhaustive list.

**Qualifications and Experience:**

See Person Specification

**Organisation Chart:**

See attached.

**Special Conditions:**

Working weekends, evenings and Bank Holidays will be a requirement of this role.

Working from site in difficult terrain.

Lone working may be a feature of this role.

An enhanced DBS disclosure may be required for this post.

**General:**

The postholder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The postholder will be expected to undertake work outside of core hours and at weekends.

The postholder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The postholder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The postholder will be expected to wear a uniform.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared By:** Rachel Northover

**Designation:** Team Leader (Community and Resources)

**Date:** Jan 19. Updated Jan 2022.

## **PERSON SPECIFICATION**

Post: Ranger 4

Post No.

Department: Green Sefton

Team: Community and Resource

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<b><u>QUALIFICATIONS/TRAINING</u></b>		
NVQ Level 3 Certificate or Diploma in community development or engagement or equivalent	(E)	AF/C
NVQ Level 3 Certificate or Diploma in a relevant subject (environmental conservation, horticulture, forestry and arboriculture, green keeping, Groundsmanship or equivalent)	(D)	AF/C
Certification in maintenance machinery/equipment operations. Examples would be: Strimmer/Brushcutter, Hedge-trimmer, Pedestrian Mower, Blower, PA1 & PA6 in the Safe Use and Application of Pesticides, Ride-on Mower, Chipper Operation	(D)	AF/C
Trailer Licence	(D)	AF/C
Tractor driving/loader operation and the Safe use of Mounted Mowers	(D)	AF/C

<p><b><u>EXPERIENCE</u></b></p> <p>Experience of leading Community volunteers, user groups and partners, working in a relevant area such as, environmental conservation, horticulture, forestry &amp; arboriculture, greenkeeping, Groundsmanship or other land/estate maintenance operations</p> <p>Experience of educating people of all ages and abilities about green infrastructure issues, via a variety of methods including making presentations, preparing leaflets and other materials, and arranging events and activities</p> <p>Experience of working within a Local Authority environment</p>	<p>(E)</p> <p>(E)</p> <p>(D)</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><b><u>SKILLS/KNOWLEDGE/APTITUDES</u></b></p> <p>Practical skills and theoretical knowledge across relevant areas of environmental conservation, coastal management, horticulture, forestry and arboriculture or estate management</p> <p>Ability to work with a diverse range of service users, community volunteers and partners</p> <p>Basic Literacy and numeracy skills</p> <p>Knowledge of the procedures and systems of work for a range of operational tasks using associated machinery, tools and equipment</p> <p>Ability to communicate orally or in writing to inform the public, community volunteers, user groups, partners and other members of staff of any issues relating to site maintenance. Ability to use tact when dealing with potentially difficult subjects</p> <p>Ability to use judgement and creative skills where there is a need to interpret information or situations and solve varied problems or develop solutions or plans</p> <p>Exercise training or motivational skills in relation to the development of members of the team, community volunteers, user groups and partners</p>	<p>(E)</p> <p>(E)</p> <p>(E)</p> <p>(D)</p> <p>(E)</p> <p>(E)</p> <p>(D)</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

Ability to work from instructions and work programmes and direct a team or community volunteers, but making minor decisions involving the use of initiative. Reporting progress or problems to a supervisor or manager. Able to work without direct supervision	(E)	AF/I
<b><u>SPECIAL REQUIREMENTS</u></b>  Potential for periods of considerable physical effort (for example, regular lifting or carrying, pushing or pulling items of moderate weight, rubbing or scrubbing, or working in awkward positions)  Potential for considerable exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.  Driving Licence	(E)   (E)   (E)	AF/I   AF/I   AF/I

Prepared by: Rachel Northover

Date: Jan 19

AF = Application Form  
 C = Certificate  
 I = Interview  
 T = Test  
 P = Presentation