



JD No.45

## **JOB DESCRIPTION**

**Department:** Operational In-House Services

**Location:** Boroughwide

**Team:** Green Sefton, Land Management

**Post No.**

**Post:** Ranger / Steward

**JE No.**

**Grade:** E

---

**Responsible to:** Lead Ranger (Land Management)

**Responsible for:**

---

### **Job Purpose:**

Support Green Sefton's Land Management Team with routine visitor engagement, management and enforcement activities. Working with members of the public, customers, community/user groups, beneficiaries and other stakeholders. Providing security to defined standards in support of core maintenance and beach car park staff and helping to protect habitats and disturbance to protected wildlife.

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

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

To provide a physical presence via routine patrol to monitor, engage with and satisfactorily resolve all matters of antisocial behaviour and other behaviours which may be threatening to the health, safety or wellbeing of staff or visitors. To undertake guarding and escorting duties in support of the safe and successful completion of core and seasonal operations related to cash handling, beach car parking and other related work streams as directed, across Green Sefton assets.

1. Undertake routine patrolling duties at beach car parks, other beaches, designated SSSI's, nature reserves and green spaces across the Borough as directed.
2. To provide guidance and instruction, in accordance with the byelaws, site rules, regulations and terms and conditions of the various Green Sefton beach permits. Promoting proper use of our sites and ensure compliance to the rules of the designated areas/zones (e.g. dog exclusion, horse riding, power kite zone, parking, BBQ's, litter etc)
3. Communicate with the public, customers, user groups, colleagues, management and other Council services in a polite and courteous manner. Take an ambassadorial / professional / friendly advisory approach in the first instance when dealing with potential issues.
4. To respond to calls to assist with and/or tackle incidents of anti-social behaviour or breaches of site rules and regulations.
5. Recording detailed incident reports in support of formal action, enforcement or expulsion. Ensure documentation is appropriately filed and supported by any evidence that may prove to be important at a later date. E.g. in a proceeding investigation and/or claim.
6. Ensure all equipment is correctly used and maintained in a safe working order and returned for recharging/downloading at the end of each shift
7. Ensure adherence to safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of the public.
8. Ensure the team maintain basic work records, inspection tick sheets and procedural documentation as directed.
9. Take responsibility for the security of vehicles, machinery, equipment, tools and buildings. When working with the beach car park functions at Ainsdale and Southport, take responsibility for the closing and lock up procedure for the beach car parking kiosks. Escorting the beach car park personnel when returning all float, tickets and equipment to the main office. Overseeing the securing and setting alarms at the main office building. Returning all vehicles to the main yard and securing the premises.
10. Take responsibility and ensure that you report for duty wearing issued uniform, identification and PPE at all times, appropriately dressed for the weather/working conditions. At all times acting as an ambassador for Sefton.
11. Assist with other routine duties including but not limited to litter collection, site maintenance and repairs and sand clearance as well as any other duties commensurate with the grading of the post.

### **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 team focuses on the maintenance of the Green Sefton assets.

Supported by the Development Team it identifies, develops and delivers strategies and plans which lead to improvements to Green Sefton assets and contribute to service outcomes. It delivers continuous improvement to develop the most effective, efficient and customer focused service including sustainable management of these important natural habitats and public spaces.

### **To Deliver the following Outcomes:**

- Maintenance of Green Sefton assets, providing clean, safe and accessible facilities for our communities.
- Support the management and development of Green Sefton 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 Sefton service, other corporate departments, outside agencies and partners and members of the public. Some of the critical relationships for your post include:

- Cemeteries
- Sports and Leisure Services
- Commercial Clients
- Civic Buildings
- Community
- User Groups
- Volunteers
- Partner Organisations (e.g. neighbouring landowners, emergency services, RNLI)

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.

**General:**

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. This may include duties assigned during periods of adverse weather and/or in response to an emergency.

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 post holder 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 post holder 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 post holder will be required to exercise discretion and diplomacy 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.

**Note:** Where the post holder 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: Matt Baker**

**Designation: Team Leader – Land Management Team**

**Date: 03.12.2021**

## PERSON SPECIFICATION

Post: Ranger Steward

Post No. x variable

Department: OIHS – Green Sefton

Team: Land Management

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<b><u>QUALIFICATIONS/TRAINING</u></b>		
NVQ Level 1 Certificate or Diploma in a relevant subject (Customer Service, security, stewarding etc)	(D)	AF/C
NVQ Level 2 Certificate or Diploma (same as above)	(D)	AF/C
SIA (or equivalent) Certification in Conflict management, customer service, security	(D)	AF/C
<b><u>EXPERIENCE</u></b>		
Experience of working in a relevant area such as, environmental conservation, horticulture, forestry & arboriculture, greenkeeping, groundsmanship or other land/estate security operations	(D)	AF/I
Experience of working within a Local Authority environment	(D)	AF/I
Supervisory experience	(D)	AF/I
Experience of enforcement including the issue of fixed penalty notices	(D)	AF/I

<b><u>SKILLS/KNOWLEDGE/APTITUDES</u></b>		
Knowledge of a customer service and or enforcement action	(D)	AF/I
Basic Literacy and numeracy skills	(D)	AF/I
Ability to communicate orally to inform the public and other members of staff of any issues relating to site maintenance. Ability to use tact when dealing with potentially difficult subjects	(E)	AF/I
Ability to follow instructions and report progress or problems to a lead ranger, supervisor or manager	(E)	AF/I
Ability to draft detailed incident reports to record essential information	(E)	AF/I
Knowledge of countryside / wildlife legislation	(D)	AF/I
<b><u>SPECIAL REQUIREMENTS</u></b>		
The post will entail periods of considerable physical effort (for example, support with lifting or carrying, pushing or pulling items of moderate weight, rubbing or scrubbing, or working in awkward positions)	(E)	AF/I
The post will entail considerable exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.	(E)	AF/I
Driving Licence	(E)	AF/C

Prepared by: Matt Baker, Team Leader LMT

Date: 03/12/21

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