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| **Job Description** | |
| **Post title** | Assistant Ranger |
| **JE Reference No** | N8865 |
| **Grade** | 4 |
| **Service** | Neighbourhood and Climate Change |
| **Service Area** | Environment |
| **Reporting to** | Senior Ranger & Operations Officer |
| **Location** | You may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is not** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder will be required to undertake practical aspects of countryside site management. This will primarily comprise undertaking site inspections, routine maintenance tasks and managing voluntary assistance to ensure the proper management of the Countryside Estate.

The post holder will also be responsible for the regular routine cleaning, security and general maintenance service in Visitor Centres and all other structures within any Park and elsewhere on the Countryside estate as required.

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| **Duties and responsibilities** |

* Undertake general internal and external repairs and maintenance to ensure a safe environment for staff and visitors. Responsible, under the supervision of the Senior Ranger or Operations Officer, for minor maintenance and cleanliness of allocated countryside sites, Visitor Centres and associated facilities.
* Maintain the security of premises by opening and closing Visitor Centres, Park gates and any other accesses, buildings and structures at agreed times and potentially be on-call to attend out-of-hours alarm call-outs.
* Carry out the daily routine cleaning of Visitor Centres and associated facilities, such as cafés, toilets, education rooms and exhibition spaces.
* Assist in ensuring that Green Flag sites are managed to maintain necessary standards.
* Undertake supervision, support and direction of work placements and volunteers.
* Ensure the appropriate and safe operation of all machinery, tools and plant and ensure all procedures are followed and records maintained.
* Work with landowners, communities, outside agencies and other partners across the County to develop a mutual and cooperative understanding and achievement of the Service’s aims and objectives.
* Support and promote the Volunteer Durham practical countryside volunteers.
* Work with relevant colleagues to take forward and develop new volunteering opportunities across the County.
* Participate and contribute to habitat management, flora and fauna ID and Protected Species surveys.
* Promote principles of sustainability, biodiversity and public access to and enjoyment of the countryside through advice, information and practical tasks.
* Assist and participate in delivery of countryside education sessions.
* Assist in snow clearing and gritting around site(s) as necessary.
* Ensure full compliance with the requirements of the Driver and Operators Handbook when driving a Council vehicle.
* Fulfil all necessary administrative functions and reporting procedures.
* Comply, at all times, with all Health and Safety policies and procedures with particular reference to volunteer tasks, education, visitor safety and public events.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * NVQ level 3 in countryside management or directly related subject and or ability to demonstrate significant relevant experience. | * First aid, chainsaw and pesticide use certificates. * MiDAS. * Basic electrical skills – City and Guilds Certificate A. * NVQ in a property maintenance related subject. * Membership of the Countryside Management Association |
| Experience | * Experience of operating a range of machinery. * Experience of working with groups of volunteers. | * Experience of building management and maintenance. * Experience of developing and leading guided walks and events. |
| Skills & Knowledge | * Knowledge of current countryside issues and legislation. * Demonstrable practical park and/or countryside skills. * Awareness of health and safety in relation to park and/or countryside activities and COSHH regulations. * Good organisational skills. * Good written and verbal communication skills. | * An understanding of security and heating systems. * Knowledge of European Protected Species, environmental and countryside legislation. * Ability to identify flora and fauna. * Knowledge of Ranger Service operations. * Ability to use digital media including Microsoft Office software. |
| Personal Qualities | * Team worker. * Motivated and capable of using initiative and confidence to undertake regular lone working. * Will be required to work outside normal office hours: specifically as part of weekend rota, shift system, Bank Holidays and occasional assistance at evening events. * Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment. | * Driving licence categories B + E and D. |