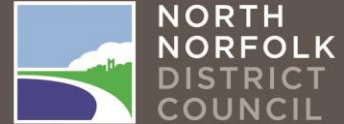


# JOB DESCRIPTION



## **Assistant Countryside Ranger (Post 2389)**

### **Service Area**

Environmental and Leisure Services

### **Manager/Team Leader**

Countryside Services Team Leader

### **Direct reports**

0

### **Total Managed**

0

### **Purpose of the Role**

To assist the countryside team with the day-to-day on-site management and maintenance of the Council's woodlands and open-access countryside sites.

### **Key Result Areas**

1. Assist the countryside team with the day-to-day practical management operations of the team's fifteen sites to ensure they are maintained as high quality public spaces, this will involve the use of specialised equipment such as chainsaws
2. Assist the countryside team with the day-to-day conservation management operations of the team's fifteen sites to ensure they provide a rich biodiversity of wildlife in sustainable woodland settings and open spaces
3. To undertake specific tasks designed to improve visitor experience, and raise awareness, of all sites managed by the countryside team in order to increase visitor numbers and, where applicable, income generated.
4. To complete daily checks inspecting and assessing sites and facilities with respect to health and safety and to carry out remedial works within the scope of the post
5. To assist the delivery of weekly volunteer conservation groups, ensuring safe outdoor working practices
6. To carry out litter picking and cleansing of sites
7. To be a point of contact on-site for visitors including being the only on-site contact one day at the weekend, this will involve opening and closing buildings on the site,
8. To play a key role in the delivery of public events, school groups and group visits
9. To promote and adhere to the workplace values of the organisation
10. To take responsibility for your own Health and Safety at work and that of other

\*In order to assess this from the application form we require you to provide an example

persons who may be affected by your actions

11. To undertake any other work required and as directed within the confines of the existing grading and post

\*In order to assess this from the application form we require you to provide an example

# PERSON SPECIFICATION



**NORTH  
NORFOLK  
DISTRICT  
COUNCIL**

<b>Assistant Countryside Ranger (Post 2389)</b>				
		<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Experience/ Knowledge</b>	Experience of working in a customer-focused service	✓		Appl Form/ Interview
	Experience in the use of chainsaws and/or woodland management tools and machinery	✓		Appl Form/ Interview
	Knowledge of woodland management	✓		Appl Form/ Interview
	Knowledge of conservation and biodiversity	✓		Appl Form/ Interview
	Experience of working with children and young people		✓	Appl Form/ Interview
	Experience of working with volunteers		✓	Appl Form/ Interview
<b>Qualifications</b>	A good standard of education, minimum 4 GCSE's or equivalent.	✓		Application Form
	Full Driving Licence	✓		Application Form
	NPTC Chainsaw Qualification minimum 201, 202, 203 (Level 2, under 380mm)	✓		Application form
<b>Training</b>	Basic Training in Countryside and Habit management		✓	Application form
	Health and Safety Training		✓	Application form
	Level 1 Tree Inspection Course		✓	Application form
	First aid at work		✓	Application form
<b>Skills</b>	Excellent communication and organisational skills	✓		Appl Form/ Interview
	Customer service skills	✓		Appl Form/ Interview
	Good written and verbal communication skills	✓		Appl Form/ Interview
	Good IT skills including use of Microsoft office applications including Word, Outlook and Excel	✓		Application form
	Problem solving	✓		Interview

\*In order to assess this from the application form we require you to provide an example

	Proficient in the use of tools and machinery within the scope of the post	✓		Appl Form/ Interview
	Promotion and marketing skills	✓		Appl Form/ Interview
<b>Aptitude and Disposition</b>				
<b>Aptitude and Disposition</b>	Able to work on own initiative	✓		Appl Form/ Interview
	Has a flexible approach to meet service requirements	✓		Appl Form/ Interview
	Polite	✓		Interview
	Confident	✓		Interview
	Can-do attitude	✓		Interview
<b>Personal Circumstances</b>				
<b>Personal Circumstances</b>	Has access to personal transport on a daily basis	✓		Application Form
	Able to work outside normal working hours	✓		Appl Form/ Interview
<b>Physical</b>				
<b>Physical</b>	Able to operate on foot and in a woodland setting in all weather conditions, undertaking physical work which will include manual handling.	✓		Interview

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the Council:

**Fairness** - We respect people and treat everyone fairly

**Ambition** - We welcome new challenges and embrace change

**Integrity** - We are open and honest and listen

**Resourcefulness** - We strive to be efficient with our resources

\*In order to assess this from the application form we require you to provide an example