Job Description and Employee Specification

Senior Openspaces Ranger

Enterprise and Communities

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| **Service:** | **Enterprise and Communities** |
| **Division:** | **Environmental Assets** |
| **Job Title:** | Senior Openspaces Ranger |
| **Responsible to:** | Conservation & Biodiversity Manager |
| **Grade** | NLC9 |
| **Conditions of Service** |  |
| **Date of last review:** | 2022 |
| **Job Outline**  The Senior Openspace Ranger will be responsible to the Community Greenspace Manager via the Conservation and Biodiversity Manager for the safe and efficient supervision and management of the openspace ranger service based with North Lanarkshire Council. This team will undertake a mix of general ranger service duties and openspace duties. The team will support the development of the Open Space and Play Sufficiency strategy though conducting openspace quality audits and supporting community consultation events around open space and play sufficiency. | |
| **Main Duties and Responsibilities**  Generic duties:-   1. The supervision and deployment of openspace rangers and seasonal rangers, work experience placements, and conservation volunteers. 2. Overseeing the daily time-keeping, shifts and routines of the openspace ranger service and related staff management procedures including leave and sickness procedures 3. Regular liaison with other greenspace service officers, senior rangers, main grade and seasonal rangers and other relevant staff to ensure council, departmental, and ranger service aims and objectives are achieved.      1. Provision of information and advice to the council and the public on countryside and conservation-related matters.      1. As part of the Community Greenspace Services team, assisting in the planning and organisation of various countryside, access, biodiversity and community projects, development schemes and major or special events held within the country parks and other countryside sites, in conjunction with other relevant members of staff.      1. Representing the Countryside and Landscape Section at appropriate public, agency, or partnership meetings, either separately or together with other Greenspace Service staff as required.      1. Liaison with public bodies, community groups schools and other relevant council departments and outside agencies in pursuance of the agreed aims and objectives of the countryside ranger service, particularly relating to the Open Space Audit and Strategy.      1. Planning and implementing procedures to ensure compliance with the relevant Health & Safety Legislation.      1. The planning and implementation of projects, interpretive displays and content relevant to the visitor centre exhibits within the country parks, including the staffing of these centres, and at venues elsewhere, from time to time. 2. Patrolling of the country parks and specified countryside sites and enforcement of the Management Rules, byelaws and relevant Acts of Parliament. 3. Compilation and delivery of a programme of openspace and play sufficiency engagement events with community organisations 4. Maintaining time- keeping and shift records, compiling reports and work plans timeously as required by the department.      1. The setting up, organisation and supervision of children or adult groups or clubs involved in practical conservation activities, biological recording, guided walks, etc. 2. Preparation and presentation of reports, talks, photography, lay-out of walks, displays, publications, signs, and compilation of biological survey information and site stewardship reports. 3. The daily routine maintenance of relevant vehicles and equipment. 4. The opening, closing and security of premises, and appropriate key-holder responsibilities as may be required following operational review. 5. Any other relevant duties as may be required from time to time by the Community Greenspace Manager in accordance with the exigencies of the service.   N.B. The post will involve weekend working and participation in a shift rota during the summer months for which the appropriate allowances will be paid.  This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post. | |

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| **POST OF: Senior Openspaces Ranger** | **SERVICE: Enterprise & Communities DIVISION: Environmental Assets** | | |
| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS/TRAINING** |  |  |  |
| HNC or SVQ3 in relevant subject  Degree or diploma in a relevant subject | x | X | Verification / Application form / Interview |
| **WORK EXPERIENCE** |  |  |  |
| Extended experience of working in a relevant field e.g. Countryside Management or other Environmental field  Detailed knowledge of conservation and countryside matters.  Experience working with youth / community groups  Worked as a volunteer or environmental conservation tasks | X  X  X |  | Application form / Interview |
| Experience of working in a customer lead environment  Specialist in-depth knowledge of one of more relevant natural history topics e.g. Ornithology, Native Flora, Fungi etc |  | X  X |
| **KNOWLEDGE/SKILL/ABILITY** |  |  |  |
| Good organisational and IT skills | x |  | Application Form / Interview |
| Effective clear and succinct verbal communicator and concise written communicator. | x |  | Application Form / Interview |
| Customer centred in all aspects of service delivery.  Confident public speaker  Confident in Office365 applications | X  X  X |  | Application Form / Interview |
| Previous supervisory experience.  Experience delivering educational talks  Experience working with the public and youth/community groups  Species or habitat survey experience  Knowledge and understanding of Health & Safety matters relating to the role including the publics safe use of the outdoor space  Knowledge of health and wellbeing benefits linked to the environment  Photography or Estate craft skills | X  X  X  X  X |  | Application Form / Interview |
| **PERSONAL QUALITIES/ATTRIBUTES** |  |  |  |
| Presents self positively and self motivated | X |  | Interview |
| Confident and approachable | X |  | Interview |
| Physically fit for outdoor work in all weather | X |  | Interview |
| Flexible approach to work | X |  | Interview |
| **OTHER (SPECIFY)** |  |  |  |
| Ability to travel independently throughout North Lanarkshire | X |  | Interview |
| Current driving Licence  Satisfactory Protecting Vulnerable Group Scheme membership | X  X |  | Interview |