

Stapleford Town Council

Job Description - Town Ranger

This is a permanent, part-time contract. It is envisioned that this will become a fulltime role in the future.

Grade: £17,842 - £19,312 (NJC SCP 1-5) (£4,817.34-£5,214.24 pro rata)

Hours of Work: Annualised hours, initially 520 per year – in addition some evening & weekend work; and work on Bank Holidays will be required for which overtime will be paid at the appropriate rate.

Benefits:

Leave Entitlement: 25 days per annum, plus public holidays

Membership of the Local Government Pension Scheme

Regular training opportunities

Responsible to the Town Clerk

This post requires a satisfactory DBS check.

Town Council-branded uniform and suitable PPE will be supplied for work and must be worn when on duty.

Purpose of the role

Our vision is that places and spaces in the town are managed and maintained to the highest standards – whether they're play parks, wildflower meadows or streets and areas in the town centre.

We want the community to feel a sense of ownership and pride in our town - and we want them to be engaged in planning, maintaining and improving the town.

When people visit the town we want to generate consistent and positive responses.

This vision means we want somebody to care for the town as a whole – not just the STC estate – and we want them to take pride in the town and in their work. It also means that we need someone who shares this vision - and has the practical skills, enthusiasm and dedication to deliver it.

Key relationships

Build and maintain productive working relationships with:

- Members of the public
- Community & volunteer groups
- STC Cllrs and colleagues
- Owners of all open spaces in the town (other Councils, churches and sports clubs, for example), owners of car parks (primarily Broxtowe Borough Council)
- The County Highway Authority and other access providers (rights of way on public land, for example)
- Relevant contractors

Main responsibilities and keys tasks

The Maintenance & Improvement of all the places and spaces in the town through:

- Working with community & volunteer groups to undertake practical activities and tasks on the ground – offering support, supervision, training and encouragement e.g. overseeing a weekend litter pick or supervising a morning of shrub pruning.
- Cleaning and maintaining STC's estate, the town centre and the wider townscape to the highest standards complementing the work of Broxtowe Borough Council and Nottinghamshire County Council - including weeding, watering of flower/shrub beds, cleaning street furniture such as benches, bins & signage
- To form a positive and supportive relationship with the other statutory authorities and identify and report issues to those bodies which are not within the remit of the Town Council and to monitor their response
- Undertaking minor repairs and maintenance jobs at the allotments and managing contractors to arrange hedgecutting and other larger tasks.
- Checking and responding directly to checklists and service contracts
- Assisting with town events – including events on STC sites; and events organised or supported by the Council
- Contributing to site management plans and site risk assessments
- Interpretation of plans; site preparation and construction; soft and hard landscaping; tree care; and other horticultural and landscaping tasks, particularly in relation to the Council's allotment sites.
- Contributing to task risk assessments to ensure safe and sensible working practices
- Using your own initiative within the broad guidelines of Council policy
- Build good working relationships with local businesses and community groups/organisations
- Be responsible for opening and closing STC buildings & facilities; completing practical checks of the same – and undertaking identified repairs and maintenance
- Assisting and/or covering for the Finance and Admin Assistant to show prospective tenants around allotment sites

General

This Job Description forms part of your contract of employment.

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times – when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

A flexible approach to working evenings and weekends is required, although this will always be with as much notice as possible. Likewise: some Bank Holidays.

The post-holder has personal responsibility for safety in accordance with Health & Safety legislation and Council policies.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork; providing assistance to others in covering holiday periods, sickness and any other contingencies when necessary.

Members of staff are to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional Policies.

You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

Stapleford Town Council

Person Specification

Town Ranger

Essential	Desirable
<p data-bbox="242 425 456 455">Qualifications</p> <p data-bbox="242 497 647 641">Full driving licence with the use of own vehicle for which a mileage allowance of 45p per mile will be paid.</p>	<p data-bbox="850 460 1219 750">Relevant competence certificates to operate machinery and undertake grounds and landscaping tasks, for instance Use of pesticides; Chainsaw operation; Tractor driving; Ride-on mowers</p> <p data-bbox="850 792 1198 897">An Amenity Horticulture qualification at level 2 or above</p> <p data-bbox="850 938 1206 1045">First-Aid certificate (willingness to undertake training)</p> <p data-bbox="850 1087 1227 1231">A to C (new grade 4 or above) in English & Maths at GCSE level or equivalent</p> <p data-bbox="850 1273 1129 1343">ECDL Certificate or equivalent</p>
<p data-bbox="242 1419 552 1489">Knowledge, Skills & Experience</p> <ul data-bbox="194 1494 647 2175" style="list-style-type: none"><li data-bbox="194 1494 647 1715">▪ Experience of engaging and working with the community, especially supervising and participating in volunteer tasks in open spaces<li data-bbox="194 1719 647 1863">▪ Excellent people skills – creating strong relationships with a wide variety of groups and individuals<li data-bbox="194 1868 647 1975">▪ Practical experience of maintaining outdoor spaces and hard landscapes<li data-bbox="194 1980 647 2175">▪ Competence with grounds & landscaping machinery/equipment, such as tractors, chainsaws, brushcutters, strimmers,	

<p>mowers and electrical & manual hand tools</p> <ul style="list-style-type: none"> ▪ Working knowledge and understanding of Health & Safety compliance requirements and of producing risk assessments for day to day as well as COSHH and machinery operations. ▪ An ability to deal with tasks in an organised way – and as swiftly and effectively as possible ▪ An ability to work on your own initiative and be self-motivated ▪ IT literate – basic office skills, able to use email, word, excel and mobile phone apps 	
<p>Personal Attributes</p> <ul style="list-style-type: none"> ▪ A desire to improve the town and see things done properly ▪ A ‘Can do’ attitude and a willingness to get your hands dirty! ▪ A friendly, courteous and helpful manner 	