Birmingham Parks Service is looking to recruit a suitably qualified, experienced, and dynamic individual to complement and complete the existing senior management team.

You will have overall responsibility for the day to day management and promotion of the city wide Ranger Service. As such you will have a proven background in managing a diverse team of staff involved in the nature conservation management of land, providing events and educational activities to the public, educational establishments and community groups. You will be experienced in performance management and setting multiple team targets and reporting on outcomes. You will have excellent IT skills and be able to communicate well at all levels. The role will also be a key link between the Service and Birmingham Open Spaces Forum and Park Friends Groups and instrumental in further developing volunteering opportunities across the city.

Requirement of the role include

- Must have a full driving licence
- There will be a requirement on occasions for out of hours attendance at meetings e.g. Ward Committees, Friends Groups and other user groups. This is also likely to include attendance at various events on parks.

For informal enquiries please contact Joe Hayden 0121 675 0936

Ref: PL2012017

Closing date: 21 July 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Place Directorate

Job Description

JOB TITLE: Ranger Services Manager    GRADE: GR5

SECTION: Parks Services
(Ranger Services)

DIVISION: Sports, Events and Parks

JOB PURPOSE:

To have overall responsibility for the day to day management of the City wide Ranger Service. To champion nature Conservation and Biodiversity issues across the City. To promote the work of the Ranger Service.

DUTIES AND RESPONSIBILITIES:

1. To provide direction and guidance to the Ranger Service including setting targets for engagement across the Ranger hubs.

2. To produce a promotional plan to publicise the work of the Ranger Service.

3. To have the budgetary responsibility for the Ranger Service, including monitoring income and expenditure.

4. To provide statistical reports for Senior Management Team on the performance of the Ranger Service.

5. To act as the lead for the Ranger Service for Customer Service Excellence.

6. To develop annual service plans for the Ranger Service including the identification of service targets and goals. To report on the progress and performance of your service area against set objectives.

7. To take full responsibility for all immediate and arising employment matters, including matters of discipline, grievance, performance and welfare and manage the PDR process and sickness absence policy.

8. As part of the PDR process and on an adhoc basis undertake training audits of staff and discuss specific training requirements with Team members.

9. Ensure that all health and safety requirements are met including completing all Risk Assessments and compliance with all Health and Safety policies.

10. To develop Parks Operations Performance Information (or equivalent) in relation to the Ranger Service to capture information on Nature Conservation data on all sites within the Parks Service and to further develop as required.

12. To co-ordinate, monitor and record all volunteer activity.


14. To monitor the enquiries relating to the Ranger Service and identify trends and investigate any issues arising in a timely manner.

15. To monitor the performance of National Indicator 197 (or future replacement) for the Division.

16. To provide advice and guidance on Local Nature Reserves.

17. To be responsible for the co-ordination of Park Keepers Citywide and to develop liaison roles with the Service Providers and recognised Friends of Parks Groups. To establish and Chair a Park Keepers Forum.

18. To be responsible for the recruitment and deployment of seasonal summer park wardens to supplement the Ranger Service.

19. To promote the Environment Educational Services, the Service can provide to Schools and Educational Centres in and outside Birmingham.

20. To act as the lead contact for the service for the Core Cities Ranger Service.

21. To provide guidance and advice for sites developing management plans.

22. Carry out such other associated duties as may from time to time incidentally arise, develop, or be assigned.

RELATIONSHIPS:

(i) Accountable to: Parks Services Manager

(ii) Key officers reporting to the post: Senior Ranger, Ranger, Ranger Warden, Summer Park Warden, Ranger Support Officer, Ranger Patrol Officer, Parks & Conservation Officer

PHYSICAL CONDITIONS:

i) Hours: 36½ hours

ii) Workplace:

CONTACTS:

OTHER DETAILS:

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

Birmingham City Council will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age (up to 65).

It is the intention of the City Council that its workforce, at all levels, should reflect the composition of the City's population. To achieve this the Council will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.
Place Directorate

Person Specification

**JOB TITLE:** Ranger Services Manager  
**GRADE:** GR5  
**DIVISION:** Sport, Events and Parks  
(Parks & Nature Conservation)  
**SECTION:** Parks Services Management

**Method of Assessment (M.O.A.)**

A.F. = Application Form;  
I = Interview;  
T = Test;  
P = Presentation

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| **EXPERIENCE**  
(Relevant work and other experience) | Experience of Performance management, applying targets, monitoring and reporting progress.  
Managing office environment, ordering goods, managing finances.  
Experience of dealing with day to day employment issues ie authorising leave, briefing staff on current issues, sickness absence, and compliance with HR policies.  
Experience in managing a team, delegating work and prioritising team commitments.  
Experience of operating within a political environment.  
Experience of working within a Nature Conservation environment. | AF/I |
| **SKILLS AND ABILITIES**  
(e.g. written communication skills, dealing with the public) | Effective organisational and administrative skills using both manual and computer based systems, including electronic databases and web pages.  
Demonstrate an ability to enthuse and motivate teams and individuals to meet performance targets and standards.  
Positive communication and networking skills with the ability to lead a team and to manage own workload and work without direct supervision.  
Ability to respond to staff and general enquiries needs in a professional and friendly manner.  
Ability to prepare and present written reports and statistical information.  
Knowledge of Health and Safety Procedures.  
Able to work in highly pressured environment and deal with complex and difficult situations.  
Skills in Partnership working across a wide selection of professions and the public.  
Ability to determine priorities and disseminate relevant information.  
Ability to develop site management plans and advise on nature Conservation issues. | AF/I |
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<th>Ability to co-ordinate work programmes in accordance with National Indicators.</th>
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<td>TRAINING</td>
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**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY**