Ranger
Edgbaston Ranger Hub
£19,430 - £24,964
Working 36.50 hours per week

Birmingham Parks Service is looking to recruit a suitably qualified, experienced, and dynamic individual to complement and complete the existing team of Rangers. Based initially at Woodgate Valley the post holder will supplement the ranger team covering Ladywood and Parry Barr Constituencies.

With a sound background in nature conservation you will play a key role in the day to day management and development of a number of parks, delivering a range of educational sessions, published events, and volunteer workdays. You will meet and greet visitors, provide information, ensure the sites are safe and deter antisocial behaviour, and deal with enquiries via computer based packages. You will enjoy working as part of a team and be able to contribute positively to a service which is changing rapidly to meet local needs and expectations.

Special Conditions:

- Must have a full driving licence
- There will be a requirement for out of hours attendance at meetings eg Ward Committees, Friends Groups and other user groups. This is also likely to include attendance at various events on parks.
- Rangers currently work 2 out of 3 weekends on a rota. This requirement is fully covered in the rate of pay above.
- Rangers also work 8 out of 12 Bank Holiday days for which additional payment is claimed.

For more informal enquiries contact Joe Hayden on 0121 675 0936

Ref: PL4602017

Closing date: 8 December 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.”
JOB TITLE: Ranger

DEPARTMENT: PLACE

GRADE: GR3

DIVISION: Parks and Nature Conservation

SECTION: Ranger Services

JOB PURPOSE:

To support the overall day to day management of all aspects of designated sites as a local element of a city-wide service. Promotion and practical encouragement of public awareness and enjoyment of environmental and other resources/facilities of parks and open spaces.

DUTIES AND RESPONSIBILITIES:

1) INPUT TO SITE MANAGEMENT WORK (in liaison with other officers) including:-

   a) Survey and monitoring of habitats and species and of visitor use and impacts on designated sites

   b) Practical conservation work in all urban habitats and settings including woodland, grassland and wetland vegetation management and establishment, supervising groups of volunteers, youth groups and students and contractors

   c) At designated sites carry out performance monitoring to ensure compliance to the GM specification, recording such performance and reporting in accordance with relevant procedures. Where required, to liaise with and deal directly with the internal or external service provider.

   d) At designated sites carry out audit checks of site infrastructure, record condition, action repairs/replacement, and where necessary report to line manager.

2) COMMUNICATE ENVIRONMENTAL INFORMATION AND GOOD PRACTICE to members of the public, school children and others by:-

   a) Management and maintenance of interpretative facilities including self-guided trails, visitor centre displays, demonstrations and reconstructions

   b) Arranging study sessions for school classes and nature conservation groups and providing necessary materials and visual aids for groups.
c) Supervising and organising school visits, courses, work experience placements, etc.

d) Responding to information requests and compiling effective, accurate responses. Offer further advice and direction where necessary to ensure the continued protection of the environment.

e) Organisation and delivery of public events, guided walks and talks, etc which promote nature conservation, good environmental practice and the Ranger Service.

3) PARKS SURVEILLANCE

a) Ensure compliance with the Parks Bye-laws, and the prevention of vandalism, misuse and nuisance to other users and adjacent residents. Ensure liaison with the Parks Patrol and as and when necessary liaise with other agencies such as the Police, Regulatory, and Legal Services, through the senior ranger and or CPM.

4) MONITOR AND MAINTAIN THE REQUIREMENTS OF HEALTH AND SAFETY SUSTAINABILITY AND EQUALITIES POLICIES.

a) Ensure compliance with Health and Safety legislation and with all relevant City Council procedures, including the completion of risk assessments. Follow safe working practices and assist in the maintenance of good housekeeping standards in order to achieve a safe and healthy working environment.

b) Maintain environmental good practice in day to day work place activities. Contribute to the City Council’s Sustainability Strategy by being aware of the resources required to undertake this work and making sure that resources are not wasted and disposed of in a sustainable way.

c) Adhere to and implement the City Council’s Policy on Equality of Opportunity and be aware of equality and diversity issues in day-to-day service delivery.

5) GENERAL ADMINISTRATIVE MATTERS AND THE MAINTENANCE OF RECORDS including:

a) Regular recording of flora and fauna and site distribution thereof and reporting to EcoRecord

b) Geological and archaeological features

c) Meteorological records

d) Financial records and accounts
e) Arising administrative/clerical work, records and filing in line with data protection legislation

f) Using appropriate corporate IT systems to deal with Performance Management and other applications e.g. Voyager, POPI, Enquiries, etc and managing Website content

g) To record using the model provided, all time spent undertaking duties.

6) **SUCH OTHER ASSOCIATED DUTIES AS MAY FROM TIME TO TIME INCIDENTALLY ARISE, DEVELOP, OR BE ASSIGNED** including for example;

   a) To be willing to undergo training as required and or deemed operationally necessary.

   b) To assist with the implementation of new IT and Performance Management Systems.

**RELATIONSHIPS:**

(i) Accountable to: Senior Ranger

(ii) Key officers reporting to the post: None

(iii) Other relationships: Ranger Support Officer
     Ranger Warden
     Summer Park Warden
     Volunteers

**PHYSICAL CONDITIONS:**

i) Hours: 36½ hours a week

   9.30am - 4.30pm winter (25 weeks)
   9.30am - 18.00pm summer (27 weeks)

ii) Workplace: Various Sites

**CONTACTS:**

**OTHER DETAILS:**

1) Due to the nature of the work, the job holder will be expected to carry out his/her duties at such times and upon such days as may be most effective in respect of the task in hand. This will inevitably involve regular reassessment of the working week, also out of hours working during the evening, at weekends and over Bank Holidays, as necessary and in agreement with Head Ranger/Constituency Parks Manager. Attendance of special events as required.
This will require flexible hours through the year as necessary to ensure availability during operational, e.g. longer hours in the summer and shorter during the winter to an overall average of 36½ hours per week.

These requirements are fully covered by the basic salary.

2) To work weekends as necessary (usually 2 out of 3 on normal rota) and appropriate days off taken during the week.

3) To cover rota/holidays/sickness of other senior Ranger staff.

4) To be based at different sites as periodically determined, and otherwise to report to any site as required.

5) To be able to drive a van/Landrover or similar vehicle on a public road and to hold a valid and current driving licence.

6) To be trained or willing to be trained in first aid and to administer this as required.

7) To wear appropriate departmental uniform.

**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  
**GRADE:** Grade 3

**DIVISION:** Parks and Nature Conservation  
**SECTION:** Ranger Service

**Method of Assessment (M.O.A.)**  
A.F. = Application Form;  
I = Interview;  
T = Test;  
P = Presentation

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<td><strong>EXPERIENCE</strong> (Relevant work and other experience)</td>
<td>Experience in practical nature conservation and/or environmental initiatives and proven interest in conservation/wildlife management.</td>
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<td>Experience of working with public/leading volunteers and organising activities.</td>
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<td>Experience of working with school children and/or youth groups.</td>
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<td><strong>SKILLS AND ABILITIES</strong> (e.g. written communication skills, dealing with the public)</td>
<td>Effective organisational and administrative skills using both manual and computer based systems.</td>
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<td>Demonstrate confidence, energy and ability to enthuse and motivate groups to participate in educational activities, practical tasks and events.</td>
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<td>Positive communication and networking skills with the ability to operate both as part of a team and unsupervised.</td>
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<td>Ability to manage own workload and work without direct supervision.</td>
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<td>Ability to respond to publics needs in a professional and friendly manner.</td>
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<td>Ability to prepare and present interpretive material/information</td>
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<td><strong>TRAINING</strong></td>
<td>A commitment to personal and employee development and a positive attitude to continuing personal learning and training.</td>
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<td><strong>EDUCATION/QUALIFICATIONS</strong> (NB Full regard must be)</td>
<td>Educated in an environmental field preferably to NVQ2 or equivalent level.</td>
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<td>given to oversees qualifications)</td>
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**OTHER**

- Prepared for unsociable hours, weekend/bank holiday work
- Demonstrate an understanding and awareness of equal opportunities and how to promote with sensitivity and empathy.
- Must have a flexible approach to work.
- Full Driving Licence

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**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY**