

Job Profile**Assistant Ranger (Seasonal)
Band D**

The post holder will assist in the efficient and effective day to day maintenance, operation and management of designated green spaces.

Key Duties/Areas of Responsibility

1. To monitor site condition and maintenance standards, including play equipment, assisting customers, and responding to incidents
2. Carry out regular checks of permits, tickets and other proof of payment for use of green spaces services
3. Assist in maintenance and repair work as directed to ensure high standards of cleanliness and presentation in designated sites, facilities and buildings
4. Ensure the security of vehicles, buildings, tools and resources within own control, including carrying out vehicle checks
5. Assist in capturing and regularly reporting information about green spaces and users, monitoring progress against action plans and work programmes, and taking part in inspections including Green Flag
6. Supervise seasonal Park and Catering Assistants including allocation of work
7. Assist in providing a response to any emergency that may arise within a designated green space
8. Supervise park facilities including Water Play Area.
9. Provide excellent customer service as a first point of contact for park visitors, this includes first aid provisions and dealing with anti-social behaviour

Job Specific Notes

A Criminal Records Check at the Basic Level (unspent convictions only) is required

The post holder will be required to work a rota shift pattern which may be subject to change in the interests of service delivery, and will include weekends, evenings and bank-holidays, and working days normally longer in summer and shorter in winter. The post holder may also be a key holder and may be required to attend call outs.

A uniform will be provided and it is expected that it is worn whilst on duty and is kept presentable

Owing to the outdoor nature of this role you must be willing to spend the majority of your time outdoors and on foot.

Person Profile	Assistant Ranger (Seasonal) Band D	E/D	Assessment Rating
E = Essential D = Desirable * indicates shortlisting criterion			
1. Key Areas of Knowledge and Experience			
<i>Know-how (Level 3)</i>			
Experience of successful work in estate/land management	E*		
Working with and providing information to the public.	E*		
Experience of working in an urban park / customer driven role	D		
Experience of the safe use of hand and power tools	D		
Good working knowledge of environmental and/or recreational issues	E*		
Knowledge of relevant Health and Safety legislation	E		
Supervising, motivating and organising others	E		
Using basic ICT	E		
Working in an environment where literacy and numeracy skills have been demonstrated	E*		
2. Qualifications			
NQF Level 2 qualification e.g. GCSEs Grades 4-9, NVQs Level 2, GNVQs Intermediate, City and Guilds Craft or Part 2, Or Evidence of the equivalent level of knowledge gained through work experience	E*		

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3. Key Skills			
Communication (Level 3)			
<ul style="list-style-type: none"> • Communicates effectively on a 1:1 basis about straightforward and detailed issues with a range of people • Deals confidently with different points of view in conversations • Contributes clearly and effectively to discussion with others • Persuades others to own point of view on routine issues • Produces detailed written information to communicate information, ideas and opinions 	E		
Decision Making (Level 3)			
<ul style="list-style-type: none"> • Uses initiative and organises own daily workload • Responds independently to unexpected problems and situations 	E		
Problem Solving (Level 2)			
<ul style="list-style-type: none"> • Gathers enough relevant information to understand specific problems, issues and events • Uses factual information to identify problems and draw logical conclusions • Makes own judgement about situations and plans ahead 	E		
4. One Rotherham Values			
Honest Open and truthful in everything we say and do	E		
Accountable We own our decisions, we do what we say & we acknowledge & learn from our mistakes	E		
Respectful We show regard and sensitivity for the feelings, rights and views of others	E		
Ambitious We are dedicated, committed and positive, embracing change with energy and creativity	E		
Proud We take pride in our borough and in the job that we do	E		
5. Employee Expectations (supporting the key drivers of Brilliant at the Basics, Knowing Our Communities, Smashing the Silos and Best Work Of Our Lives)			
Customer Awareness Understands our changing communities and ensures customer satisfaction	E		
Continuous Improvement Recognises and responds positively to the need for change and identifies better ways of doing things	E		
Performance Focus Takes ownership of own work and performance. Works to clear standards and expectations. Uses straightforward processes	E		
Team Working Works collaboratively with others to break-down barriers to deliver added value to the team and service	E		

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5. General Requirements			
Able to work flexibly, including any service specific hours	E		
Able to travel to various locations throughout the Borough within a reasonable timescale	E		
No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments)	E		
Good attendance record in current/previous employment (not including absences resulting from disability)	E		
NB: Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010)			
6. Statements Applicable to all Jobs			
All duties and responsibilities should be carried out in accordance with agreed Council policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; Safeguarding and Financial Regulations.			
Safeguarding is everyone’s business. All Council employees, elected members, contractors and volunteers share a responsibility, both corporately and individually, to ensure that every person is treated with dignity and respect and protected from others who may abuse them. We have a duty of care to safeguard and promote the welfare of children, young people and adults, and must raise any concerns without delay.			
Emergency Planning All employees will be required to undertake emergency planning duties commensurate with the grade of the post.			
The job profile is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the Council.			
The person profile covers key areas of experience, knowledge, skills etc. Methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These include: ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process.			
The One Rotherham Values and the Employee Expectations outlined in the person profile are the minimum standards of behaviours required for working at Rotherham MBC in any post and are assessed as part of the selection process. <i>They are not required to be addressed in the application form.</i>			
This job and person profile has been prepared in accordance with the requirements of the Council’s Equal Opportunities in Employment Policy. We undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview. In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.			

