

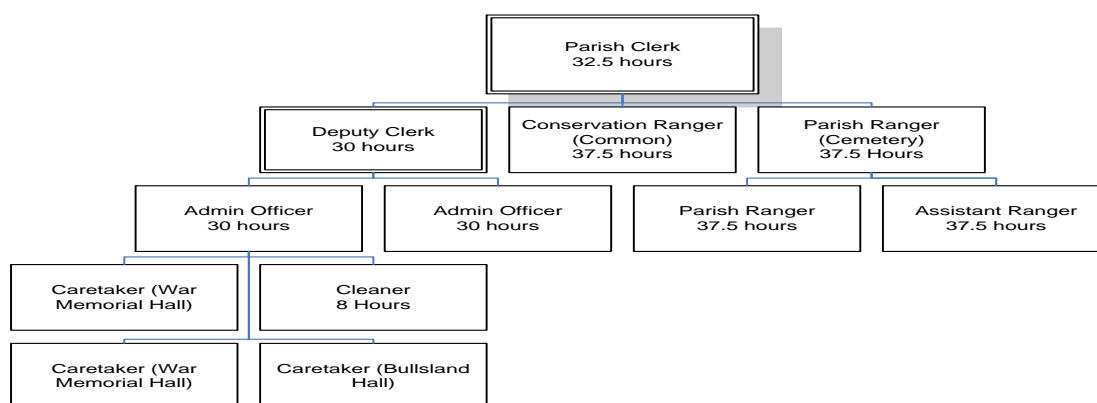


**CHORLEYWOOD PARISH COUNCIL
JOB DESCRIPTION**

Job Title:	Conservation Ranger
Salary band:	Career Grade 26 – 31 (£23,398 – 27,668)
Location:	You will normally be based South Lodge, Rickmansworth Road, Chorleywood, Herts. WD3 5SL
Hours per week:	37.5 hours per week.
Driving licence requirement:	Yes
Payment Allowance:	Inner Fringe Weighting allowance
Responsible to:	The Clerk
Responsible for:	N/A

PLACE IN ORGANISATION CHART OF DEPARTMENT:

Chorleywood Parish Council



Purpose of Role:

- To be responsible for the maintenance of Chorleywood Common in accordance with the relevant management plans.
- To progress work activities and contracts relating to all outside responsibilities of the Council.

Key Accountabilities:

- Management of Chorleywood Common in accordance with Higher Level Stewardship Agreement and Management Plan.
- Responsible for the interpretive services relating to visitors to the Councils outdoor amenities.
- Responsible for overseeing the outside contracts relating to the Common.

The maintenance of the Lawn Cemetery in the absence of the Parish Rangers. Including the preparation of graves and burials.

Responsibilities:-

- **Common**

Responsible for the day to day management and supervision of the Common in accordance with management plans, HLS Agreement and current legislation, ensuring all targets are met.

To be responsible for writing and presenting any necessary reports for the Council or outside organisations and responding to correspondence from the public relating to the Commons management.

Responsible for the Management of grassland on the Common following the specification laid out in the Green Space Action Plan (GAP) and Higher Level Stewardship (HLS) agreement.

Responsible for the management of the woodland following guidance of the GAP.

To locate, monitor, record and report species present and monitor changes – report to official bodies as necessary. Implement measures to protect and enhance their abundance

To be responsible for the management of the seven ponds within the Common; digging out and clearing ponds as and when required. Ensuring that the pond life (including Great Crested Newts) is protected at all times. Recording species present and controlling where possible invasive species. Reporting any new species to the Environmental Records Centre and other relevant bodies.

Be responsible for the monitoring of the Common and reporting any encroachments or boundary issues.

To carry out talks and presentations about the Common to schools and community groups to develop the awareness of the Common by local community groups. Including the development of the education programme highlighted in the HLS Agreement.

Encouraging volunteer survey groups, guiding walks and sharing information.

To lead focus groups on guided walks on the Common and to impart specific information and knowledge relating to relate to the Common and its habitats.

To be a key player in the formulation of the GAP for the Common, setting out work programmes to ensure the wishes of the Council are carried out in a safe and cost effective way.

To be responsible with the progression of the grazing project. To be responsible for the monitoring and adjusting the grazing regime to provide the most ecological benefits. To check the cattle and report any concerns to the farmer and /or Clerk.

To be on 24 hour callout during the grazing period on a rotational basis to man the emergency phone at this time.

To liaise with the Countryside Management Service, Natural England and other Government Bodies in relation to environmental issues relating to the Common.

To be responsible for the monitoring of the grassland habitats, tailoring management to suit species present and enhance bio-diversity reporting the results accordingly.

To highlight the importance of the Common at Council events imparting information to the Public and Councillors.

Licensed monitoring and surveying of the Great Crested Newt population and reporting to Natural England.

Be responsible for volunteer groups and draw up a programme of work accordingly.

To attend the meeting of the Open Spaces Committee to represent the outdoor staff and the Rangers work.

- **Garage and equipment**

To assist with the maintenance of all equipment; to ensure it remains in good working order and that Health & Safety regulations apply. To report to the Clerk any failed equipment and be involved in the recommendation of the replacement machinery.

To carry out risk assessments and keep maintenance records in accordance with legislation and reports or training requirements to the Clerk.

To be responsible for the security of two garage sites and be a key holder;

- **Tree work**

To be responsible for the reporting of dangerous trees and other hazards on the Common to the Clerk and where possible remove hazards.

To be responsible for the monitoring of the effects of the tree work and tailoring management to suit species and conditions present, reporting actions where necessary.

To work on the clearance of tree felling on the Common or Grovewood; to have the ability to use chainsaws in a safe and effective manner.

To be aware of Health & Safety of both operatives and the public; to ensure the necessary warnings and precautions are taken at all times.

To liaise with contactors and official for work unable to be carried out by the Rangers, obtaining the necessary permissions and costs, reporting accordingly.

- **.General**

To advise the Clerk and assist in replying to correspondence concerning groundwork and environmental processes relating to the Common.

To Carry out risk assessments on a regular basis on all areas of work, involving all members of outdoor staff to ensure all areas of risk are reduced to a minimum and to report back to the Clerk issues relating to training or health and safety.

Drawing up method statements for the protection of habitats and wildlife and to be responsible for the supervision of contractors and volunteers engaged in work associated with all activities on the Common. Promoting high standards of work in line with the Higher Level Stewardship agreement and Management Plan are carried out.

Responsible for the initiation of outdoor projects for the Common.

Responsible for the security and upkeep of the Council garages where the machinery and tools are kept overnight.

Responsible for carrying out an annual assessment of all the Councils equipment to ensure that the asset register is kept up to date and that a full financial programme for replacement is correct.

To enforce the Public Spaces Protection Orders on land owned by both the Parish Council and TRDC, issuing penalty notices as when required, ensuring that the legal obligations are adhered to. (Necessary Training will be provided)

To be mindful of changes in legislation and to adhere to these changes advising the council and changing maintenance programmes accordingly.

To carry out regular checks on the Wildwood Dens and sculptures on the Nature Trail in accordance with RoSPA guidelines (Necessary Training will be provided)

NB

This job is as currently perceived but management reserve the right to alter it in consultation with the post-holder in order to update it and take account of any changes identified. It is anticipated that annual appraisal will lead to updating of the job description.

Key Relationships:-

- Councillors
- Members of the Public
- Administration Staff
- CMS and other Government Bodies

PERSON SPECIFICATION

This section presents the knowledge, skills, experience, personal qualities and qualifications that are considered essential for a person being deployed to this role.

Knowledge/skills/qualifications:

IMPORTANT NOTES RELATING TO DUTIES

In dealing with any form of contract or tendering procedures on behalf of the Council, the holder of this post is personally responsible for ensuring that he/she:-

- is familiar with the relevant requirements of contracts, procedures, rules and financial procedure rules, Code of Official Conduct and other management guidance that may be given from time to time;
- complies with these formal requirements and related procedures; and
- seeks advice from a more senior officer if in any doubt about the proper course of action.
- Is familiar with current legislation with regard to species and habitats and that it is adhered to at all times by contractors.

Experience

- Level 3 in Countryside Management/Conservation or significant practical experience in land conservation and access management.
- Practical experience in use of machinery, chainsaw qualification and the ability to operate agricultural machinery.
- Experience in environmental pond management would be an asset Experience in planning deliverance and undertaking of outdoor education projects.
- Experience in environmental pond management would be an asset.

Personal qualities

- A passion for the environment and good interpretive skills
- Ability to communicate to all age groups in a calm and effective manner
- Adaptable and able to work on own initiative and as part of a team
- Be willing to undertake further training as and when required.

Equal Opportunities:

The Council fully supports the terms of The Equality Act 2011. We are an equal opportunities employer and do not discriminate on any grounds. We want a diverse workforce which reflects our community and welcome applications from everyone regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and marital or civil partnership status.

Job description:	Name	Date
Written by (Manager)	Yvonne Merritt	February 2018
Agreed by (Manager)	Yvonne Merritt	February 2018
Approved by (Human Resources)	Lelita Bloxham	February 2018