



## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Issue Date: May 23**

### **DETAILS OF POST**

<b>Job Title:</b>	Ranger
<b>Department:</b>	Neighbourhoods
<b>Current Salary FTE:</b>	£20,441 - £21,575 per annum
<b>Scale Point / NJC Scale:</b>	2 - 5
<b>Hours of work:</b>	37 hours per week with occasional bank holiday and weekend working on a rota basis
<b>Status:</b>	Permanent Contract
<b>Responsible to:</b>	Neighbourhoods and Facilities Manager
<b>Based:</b>	Trowbridge Town Council, The Civic Centre, St. Stephen's Place, Trowbridge BA14 8AH

### **Contacts:**

The post holder should expect to have contact with:

- Town Council Councillors and employees
- Members of the public
- Education officers and school staff
- Community organisations and their representatives
- Suppliers
- Other Council service users



## **JOB PURPOSE**

### **The main purpose of the role is to:**

Work within the Neighbourhood Services team and in partnership with the community to maintain and enhance the town council's green spaces, both as public amenities and for their conservation value.

The focus for the position of the Ranger is on Green Space Maintenance.

This role also requires the post holder to work some evenings and/or bank holiday weekends, for which time off in lieu may be taken in accordance with the needs of the Council. The role involves significant physical activity.

### **Working for Trowbridge Town Council**

The Council has a long-term commitment to improving the environment by taking on and managing parks and other green spaces in the town for the benefit of all residents and for wildlife and the environment. We are looking for someone with the skills and enthusiasm to maintain these spaces to a very high standard.

Teamwork and co-operation between all members of staff is essential to the Council's ethos. In addition, the staff and work of the Neighbourhood Services team has a high public profile so the Ranger must maintain good two-way communication with the public, volunteer groups, Council members, team members and other Council staff.

### **Areas managed by the Council**

- The Civic Centre
- Trowbridge Museum
- 4 Community Centres/Hubs
- Heritage Sites such as The Blind House and Helikar Tomb
- 31 play areas
- 4 formal park spaces
- 3 allotment sites
- 3 closed churchyards
- Several formal and informal, equipped recreation areas and sports fields
- 8 Hardcourts
- Town wide planting schemes
- Town wide street cleaning
- 1 Bowls green
- Several bus shelters
- Stairwells of the Castle Place multi-story car park
- Public conveniences (*to be opened 2022*)
- Several grassed amenity areas.
- Various footpaths and verges



## **MAIN DUTIES & RESPONSIBILITIES**

*Includes but are not limited to:*

### **Site maintenance**

- Ensuring day-to-day upkeep of all areas to a high standard in accordance with the Council's management plans and policies for green spaces
- Undertaking practical site management including the use of hand tools, chainsaw, strimmer, brush-cutter, leaf blower, and compact tractor/trailer, and other associated equipment
- Assisting the clean rangers by keeping green spaces litter-free, which will include some bin emptying, and routine litter picking tasks
- Completing soft and hard landscaping and horticultural projects including floral displays with an emphasis on sustainable planting
- Maintaining hedges and carrying out minor tree works
- Maintaining and enhancing grassed areas ranging from formal lawns to closed churchyards
- Reporting defects from recreational & play areas to the Town Warden

### **Equipment maintenance**

- Carrying out play equipment checks and minor repairs.
- Conducting day-to-day vehicle and equipment checks and routine maintenance (e.g. mowers, strimmer, road vehicles)

### **Community engagement and support**

- To act as a front line, public facing representative of the Council engaging with a wide cross section of the community in a friendly, approachable and enthusiastic manner
- Working with community and volunteer groups to undertake practical activities and tasks on the ground – offering support, supervision, training and encouragement e.g. a litter pick, shrub cutting or grassland management
- Assisting at occasional public events held in or in relation to the town's green spaces and high street areas *i.e. Markets*
- Acting to preserve and promote the good reputation of the Council in all dealings with the public, community groups and others

### **Health and safety**

- Under the health and safety guidelines issued by the Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council
- Maintain an up-to-date working knowledge of relevant Health and Safety legislation relating to the operation of plant and machinery and the use and storage of hazardous substances (COSHH Regulations)
- Contribute to task risk assessments to ensure safe and sensible working practices
- You are required to wear a uniform and protective clothing, footwear and personal protective equipment as appropriate, all of which is provided



## **GENERAL INFORMATION FOR ALL POSTS**

The post holder will, on occasions, be expected to:

- Abide by the Town Council's Policies and Procedures
- Participate in the Town Council's annual performance reviews
- Undertake any other reasonable duties that the Town Council may ask of you.

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue. Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post.

### **Confidentiality**

The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the Town Council

### **Data**

To see how we handle and store your data please view our privacy notice

<https://www.trowbridge.gov.uk/your-council/privacy/>

### **Training**

All employees may be expected to undertake additional training and development courses identified as a requirement for furtherance of the position or to support the post holder in their role

### **Equal Opportunities**

All employees have a responsibility to understand and abide by the obligations laid down by Trowbridge Town Council's Equal Opportunities Policy

### **Health and Safety**

- Act responsibly in managing your own health and safety and that of anybody else who may be affected by your acts or omissions
- Act responsibly showing regard for the environment at all times and adhere to the Council's Policy
- Work responsibly to ensure that, on a day-to-day basis, work is conducted within the framework of all local and legislative health, safety, environmental and welfare guidelines and policy

### **Safeguarding**

***Trowbridge Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Some roles will be subject to a full disclosure and barring service check before confirmation of appointment.***