

Parks & Open Spaces

Nature Conservation Ranger Job Description and Person Specification

Job Description

Job Title:	Nature Conservation Ranger
Service Area:	Parks & Open Spaces
Function:	Parks & Open Spaces
Team:	Nature Conservation
Post number:	VR0884
Grade:	VR4
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	40 hours per week
Base location:	Ray Park, James Leal Centre
Reports to: <i>Job title</i>	Senior Nature Conservation Ranger
Supervision for: <i>Job titles of those to be supervised</i>	<ul style="list-style-type: none"> • Volunteers • Mobile Park Ranger – Claybury/Roding • Forest Rangers • SINC selection panel/Redbridge Biodiversity Working Group
Role purpose and role dimensions: <i>Overview of the job</i>	<ul style="list-style-type: none"> • Being part of a 2-person, technical specialist ecology team in Redbridge, delivering key Nature Conservation outcomes, including management of the team activity and volunteer programme • To promote Nature Conservation in Redbridge and raise its profile with the public, stakeholders, politicians and partners • To manage and enhance Redbridge nature conservation assets • To lead and influence policy and strategy, to the best interests of Nature Conservation • To work within a multi-disciplinary team to deliver our site management plans and wider Local Plan outcomes • To maintain existing partnerships and develop new ones, to deliver Nature Conservation outcomes in Redbridge • To provide leadership, mentorship and guidance to the Nature Conservation volunteers, Park Rangers and Forest Rangers. • To develop the team's income stream through events, donations, sponsorship and provision of professional services.

Management of nature areas in parks and open spaces

1. To manage nature conservation areas in the borough's parks and open spaces, and develop and manage habitat restoration, creation and enhancement projects.
2. To provide project management, including contractor/stakeholder/volunteer's liaison, delivery partner and external funding organisation management.
3. To provide a grounds maintenance contract monitoring function for Nature Conservation, ensuring internal and external grounds maintenance delivers to specification.
4. To seek and secure external grant funding, to support the delivery of nature conservation outcomes in Redbridge.
5. To prepare project briefs and develop specifications for the procurement of specialist works in nature conversation areas and act as the lead contact for external contractors.
6. To record and report park byelaw breach issues such as flytipping, graffiti, vandalism, or the illegal use of motorised vehicles, to the appropriate enforcement team.
7. To act as a liaison and site contact with the Redbridge Rough Sleeper Outreach Teams, including coordination of follow up welfare and any necessary clear up action.
8. To oversee and manage the Nature Conservation Rangers bench sponsorship and donation scheme, to further support the delivery of Nature Conservation outcomes in Redbridge
9. To provide partnership liaison with our existing delivery partners and to develop new partnerships. This will include Council officers/teams, community/voluntary groups, charities, statutory authorities, and professional organisations.

<p>Community outreach</p>	<ol style="list-style-type: none"> 1. To develop, plan, promote and lead the Nature Conservation volunteer programme. To encourage participation from all parts of the community, ensuring appropriate tools and personal protective clothing are provided, and that tools are well maintained and stored correctly. To maintain the method statement and risk assessments and ensure volunteers are trained appropriately. 2. To develop and promote an inclusive and wide-ranging Nature Conservation activity plan, to be delivered throughout the borough. 3. Provide outreach and liaison to community groups, friends groups and other community engagement officers. To raise awareness of environmental and nature conservation issues and to provide support/facilitate activity, which benefits nature conservation 4. To develop and produce a range of interpretation materials to promote Parks and Nature Conservation in Redbridge, across the Borough. 5. To work with the Senior Nature Conservation Ranger, as lead officers, for the LB Redbridge SINC site selection panel and Biodiversity Working Group for Redbridge. Chairing and facilitating sessions, as required.
<p>Schools</p>	<ol style="list-style-type: none"> 1. To manage and develop the Nature Conservation Ranger Pack schools programme, providing structured and guided visits for schools, to the team's base and Outdoor Classroom at Ray Park. 1. To maintain, manage and develop the walled garden Outdoor Classroom at Ray Park, and to continue developing the space for outdoor education and learning. 2. To provide an outreach and advisory service to schools, with regards to land management and development of school grounds for wildlife and nature conservation. 3. Develop environmental outreach sessions to secondary schools, facilitating site visits, also attending careers fairs and talks.

Ecological management and advice

1. To write and review UK WAS (Woodland Assurance Scheme), FSC (Forest Stewardship Council) and Green Flag standard management plans for Redbridge's countryside estate, assisting the Senior Ranger in their delivery and audit.
2. To provide technical specialist support to Vision and the LB Redbridge. Interpreting/creating reports, and survey work, to the standards set by the Chartered Institute of Ecology and Environmental Management (CIEEM). To also scrutinise and comment on Borough projects, affecting open space and nature conservation.
3. To provide technical specialist support to LB Redbridge Planning, Development Control and Planning Policy Teams, with regards to pre-application consultation, planning application statutory consultation, Local Plan review and new strategy/policy development.
4. To lead, develop and manage the **Borough's** wildlife survey and monitoring programme.
5. To assist with management of the Greenspace Information for Greater London (GiGL) Borough Wildlife Records database, ensuring ecological records are inputted into the system, maintaining and submitting the team records spreadsheet and local recorders, organisations and consultants all contribute their data.
6. To provide technical support, in the development and drafting of the New Nature Conservation Strategy for Redbridge.

Communication and Administration

1. To promote the team's achievements both publicly and corporately and produce infographics to celebrate key annual performance statistics.
2. To manage the Nature Conservation database and produce the monthly Nature Conservation newsletter, detailing events, volunteer days and other items of interest, and promoting the work of the team.
3. To oversee the team's social media presence, including having admin control of the Nature Conservation in Redbridge, Facebook group page.
4. To work with the Vision Marketing Team, check and update content on the Vision webpages linked to Nature Conservation, providing new content and amending existing where necessary.
5. To update and continually develop the Nature Conservation events database and evaluation systems, for the provision of accurate and high-quality performance data.
6. To manage the Nature Conservation mailbox assisting with enquires and complaints from the public.
7. To manage the team's income, through events, donations and services, ensuring items are coded correctly and invoices are issued where necessary.
8. To represent the Nature Conservation team at formal meetings as required, providing technical specialist support to other officers and to debate opposing professional opinion, if not in the best interests of Nature Conservation and/or Vision
9. Undertake any other duties that may be necessary, commensurate with the grade and nature of the post

General accountabilities and responsibilities

<p>Green Statement</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Company/Council’s commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
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<p>Data Protection/Confidentiality</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees’ access to and use of the Company/Council’s databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
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<p>Conduct and Whistleblowing</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
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<p>Safer Working</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Company will require a DBS Disclosure check and references will be taken up prior to interview.
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<p>Equalities</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Company/Council’s strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote all relevant policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
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Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services, ensuring Vision’s values and embraced and adopted
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. ▪ Ensure the health and safety of all service users and staff and the company policies and procedures on health and safety are implemented and consistently monitored, including risk assessments, safe systems of work, communication and team briefings.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Post Number:		Job Title:	Forest Ranger			
<i>Method of candidate assessment: A = Application form I = Interview T = Test.</i>				A	I	T
Minimum education/ qualifications:	<ul style="list-style-type: none"> •To hold an appropriate environmental qualification, e.g. a degree or diploma in Ecology, Countryside Management, Forestry/ Woodland Management, Environmental Science or equivalent or have work experience in a related discipline. •To have CIEEM membership or be able to prove have the qualifications and experience to obtain, as a minimum, to Associate level. •To have or demonstrate ability to obtain a protected species licence. 			x		
Minimum experience/ knowledge/ skills:	<p>Experience:</p> <ul style="list-style-type: none"> •Experience of developing and delivering environmental/nature conservation initiatives in parks, open spaces, and nature reserves. •Experience of managing and monitoring delegated contracts •Experience of surveying habitats and species and producing subsequent reports up to recognised industry best practice. •Experience of producing and implementing site management plans to a recognised standard •Experience of interpreting and promoting the natural environment. •Experience of using social media •Experience of supervising and mentoring staff •Experience of supervising and mentoring volunteers •Experience of managing health and safety for contractors, volunteers and members of the public •Experience in use of hand tools and powered tools <p>Knowledge:</p> <ul style="list-style-type: none"> •Knowledge of UK habitats and species and UK nature conservation issues, particularly urban conservation. •Knowledge of Biodiversity Action Planning, UK nature conservation policies and wildlife law. •Knowledge of management and survey technique best practice for a range of habitats and species. •Knowledge of GDPR, Health and Safety, safeguarding and other relevant corporate policies <p>Skills:</p> <ul style="list-style-type: none"> •Ability to organise workload and programme tasks. •Ability to work within a team. •Ability to set and meet targets within the allocated time frame. •To have effective interpersonal and communication skills, which are clear, fluent and jargon free to ensure effective communication with a wide range of individuals and organisations. •Ability to manage budgets and use financial management packages •Ability to prepare technical reports, provide technical specialist responses and to present verbally to a wide range of professionals and experts, when required. •Microsoft Office skills including the use of Word, Excel, PowerPoint. •Ability to use a financial package and deal with financial admin •Ability to use MapInfo GIS competently for data searching, reports and operational mapping. 			x		
Minimum competencies: <i>Customer focus</i>	Experience of working face to face with the public and delivering excellent customer service.				x	x

<i>Communicating and influencing</i>	Dealing with public queries and having the skills to diffuse and manage conflict on a range of operational issues and between stakeholders.	x	x	
	Being able to influence and build partnerships between teams and organisations, to deliver Nature Conservation outcomes.	x	x	
	The ability to discuss and debate issues, against other professionals, experts and members of the public, when there are opposing opinions	x	x	
	To be able and confident in corporately using and posting on social media	x	x	
<i>Building relationships, working together and in partnership</i>	Ability to work well as part of the team.	x	x	
	Ability to develop cross team and organisation partnerships, to deliver Nature Conservation outcomes	x	x	
	Ability to lead, manage and inspire volunteers and staff	x	x	
<i>Respecting & implementing diversity</i>	Able to understand the importance and relevance of equal opportunities in the provision of services and amongst colleagues.	x	x	
<i>Planning, organising & achieving results</i>	Able to develop workable and innovative solutions in problem solving.	x	x	
	Ability to manage time effectively, prioritise workload and work to deadlines.	x	x	
	Able to work well under pressure.	x	x	
	Able to work on own initiative and without supervision.	x	x	
<i>Embracing change</i>	Able to adapt quickly to different tasks and other areas of work when required.	x	x	
	Ability to maintain a high level of regular CPD, to ensure skills and knowledge are as up to date as possible.	x	x	
Technical competencies:	Ability to produce highly technical responses, reports and presentations to other experts and professionals, but also to interpret the same to the public	x	x	x
	Ability to understand policy and strategy and how this relates to long term delivery outcomes.	x	x	x
	Ability to organise and deliver high quality and relevant ecological survey schemes and wildlife monitoring, which support or lead to positive habitat enhancement.	x	x	x
	Ability to understand the importance of ecological management and its application	x	x	x
	Ability, skills and experience to use a range of specialised techniques and machinery for practical management of the borough's parks, countryside and forest estate	x	x	x
	Demonstrate strong awareness and experience in managing health and safety for the public, volunteers, contractors and staff	x	x	x

Special conditions:	<p>Ability to be available outside normal working hours, appropriate to work requirements</p> <p>A valid full driving license is essential (provisional license will not be accepted). Reasonable adjustments will be considered for disabled applicants.</p>	x	x	
Signature of Employee:	Name:	Date:		