



ADUR & WORTHING
COUNCILS
Environmental Services

Job Description

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| Authority | Adur District Council / Worthing Borough Council |
| Directorate/Division | Communities / Environmental Services |
| Section | Parks and Foreshore |
| Post Title | Park Ranger |
| Post Number | TBC |
| Accountable To | Head Ranger |
| Management Responsibility For | None |
| Authority to Liaise With | <u>Internal</u> 1) Colleagues in Parks and Foreshore 2) Colleagues in other departments of the Councils. 3) Elected Members <u>External</u> 1) General public (park and service users) 2) Park Friends Groups 3) Community Groups 4) Other Government Departments 5) Contractors 6) Suppliers |
| Meetings Attended On A Regular Basis | Friends Groups and Community Group Meetings Departmental Team Meetings |

Principle Purpose of Job (role summary)

The post holder will be expected to provide all operational management of the Parks, Open Spaces and Foreshore public realm ensuring that they are safe and well maintained for people to access and enjoy at the same time as ensuring that our green spaces are properly promoted and are therefore well used by tourists and local residents.

The post holder will also be required to be proactive in working with local people, contractors, elected members and other agencies to identify and resolve local environmental problems and improve the physical environment whilst also playing a prominent role in the development and implementation of initiatives that are local, departmental, corporate and multi-agency level.

Main Responsibilities, Duties, and Duties of Postholder

1. To deliver an excellent high quality park and foreshore service ensuring that our parks, play areas and outdoor gyms are clean, tidy and welcoming.
2. To ensure that all of our parks and open spaces are managed within the principles of the Green Flag Award and other associated council policies.
3. To support the delivery of contracts and to ensure that standards and specifications are delivered and adhered to, and agreeing remedial actions in conjunction with piers.
4. To be responsible for involving park users, friends groups and local residents in deciding how their parks and open spaces in their locality should be used.
5. Contribute to keep our parks and open spaces safe, carrying out inspections as part of a programme and manage associated works connected to this.
6. Ensuring that the highest standards of health and safety standards management are met.
7. Develop partnerships working opportunities with aligned organisations, enabling connectivity of green infrastructure and working towards shared objectives and targets.
8. To promote and organise volunteers to work alongside paid officers to achieve the overall park objectives.
9. To be responsible for nature conservation including the implementation of projects at a local level for the protection and creation of habitats, community engagement, education and creating pride in local space.
10. To support the management team to draft management plans and funding bids for parks and open spaces.
11. To provide advice and guidance to colleagues in respect of parks and open spaces where needed.
12. To support, manage and deliver the processes of unauthorised occupation of council land including liaison with legal services and third party organisations including the removal unattended equipment and belongings.
13. To support the events team in delivering events and carrying out inspections for example inspecting fairgrounds and pre and post site inspections.
14. Be able to flexibly work across the District and Borough covering for staff absences to ensure continuity of service as and when required
15. To be active in providing day to day support the management of allotments and self-managed allotment groups.

16. To be available to work a shift rota working one weekend in four
17. Any other duties commensurate with the post.
18. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
19. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
20. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
21. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.