



Senior Ranger – Guidance for applicants

Your application should include the following:

- A completed applicant information form. Your statement should describe how you meet the criteria set out in the job description and your relevant experience.
- An up-to-date copy of your CV.

Your statement is the most important part of your application. If there is a high volume of applications, the Conservators' selection panel will shortlist the candidates who have best demonstrated that they have the required skills and experience set out in the job description.

To help us understand your suitability for the role, you should provide examples of experience and specific situations where you have used the required skills and explain how you did so.

Completed applications should be sent by email to bansteadcommons@aol.com by **Friday 5 August**. All applications will receive a confirmation of receipt email, so please check your inbox for this.

There will be a two-stage interview process. We plan to interview shortlisted candidates in person on **Wednesday 17th August**. Second interviews will be held during a short walk with the Clerk and a Conservator on Banstead Heath at a suitable time the following week.

If you have any questions or queries about the position, please email Bansteadcommons@aol.com or call Lucy Shea on 07919 251 512



Banstead Commons Conservators

JOB DESCRIPTION

JOB TITLE: Senior Ranger

SALARY: Range from £28,000 to £31,000 (dependent on experience)

HOURS PER WEEK: 37 hours

JOB REPORTS TO: Clerk, Banstead Commons Conservators

POSTS REPORTING DIRECTLY TO THIS JOB: Commons Keepers

JOB PURPOSE:

To act as Senior Ranger to Banstead Commons Conservators and oversee the management of the four sites that make up Banstead Commons – Banstead Downs, Park Downs, Burgh Heath and Banstead Heath – 550 hectares of protected open space in the borough of Reigate and Banstead - and be responsible for the day to day delivery of countryside management, including the supervision of our keepers, volunteers and overseeing contractors.

The successful candidate will be working in a small, dedicated team who are passionate about protecting and preserving Banstead Commons for people to enjoy and wildlife to thrive.

KEY DUTIES OF THE JOB: *These are the key responsibilities of the job. On occasion the Senior Ranger may be required to undertake other duties.*

SITE MANAGEMENT

To implement, maintain and deliver effective site management and work programmes for the four sites that make up Banstead Commons. To interpret felling licences and grant funding conditions, legislation and policies.

To take responsibility for tree inspections and managing tree safety, dealing with the impacts of tree pests and diseases and compliance with Health and Safety standards and procedures.

To carry out regular site inspections to report and enforce bylaw breaches and encroachments and act as appropriate to resolve such disputes.

To act as lead officer for the management of third-party contractors, obtaining competitive quotes for required works and ensuring they are working within health and safety at work regulations, legislation and any relevant agreements/policies put in place.



To deal with consultation documents from local and central government as well as completing applications for alternative funding from Natural England, the Rural Payments Agency and source and investigate other possible income streams.

To take responsibility for the maintenance, safe operation and secure storage of vehicles, plant machinery and stock.

Sanction the purchase of vehicles and equipment and place orders for contractors.

ADMINISTRATIVE

To have a working knowledge of common land law and to keep apprised of changes in the legislation.

To assist the Clerk in the responses to customer service enquiries, resolve and offer informative appropriate advice.

Working together with the Clerk, write reports, contract tenders, grant applications and proposals as directed.

To be responsible for the agreed operational budget, monitor expenditure and work together with the Clerk to reforecast each quarter.

EXTERNAL WORKING RELATIONSHOPS AND VISITOR ENGAGEMENT

To represent Banstead Commons Conservators at all appropriate external and internal meetings with key stakeholders, including Councillors and Council Officers from Reigate and Banstead Borough Council, Natural England, Advisory Groups and Contractors/Suppliers.

To assist in promoting public enjoyment and understanding of the countryside at events, guided walks and the provision of interpretation materials. To assist in organising and supervising volunteer events where necessary.

To inspect and maintain notice boards and furniture on the commons.

STAFF MANAGEMENT, HEALTH AND SAFETY AND EQUALITIES

To act as line manager for the Keepers and report directly to the Clerk.

To implement Health and Safety at Work Policy, including tree safety inspections, risk assessments, initiating work and appropriate recording.

To take responsibility for the health and safety of visiting public, staff and contractors, and ensure compliance with policy and procedures.

To undertake any relevant training for the duties of this post.



OTHER:

The Senior Ranger will be expected to provide a suitable environment for the required computer equipment to enable working from home. All essential office equipment will be provided.



PERSONAL SPECIFICATION

1. Qualifications / education / training

Higher level of education in land management, ecology, arboriculture and conservation qualification or demonstrable experience.

NPTC LANTRA qualifications in chainsaws (cross cutting and maintenance and felling, pole saw, brush cutter)

LANTRA Basic Tree Inspection and Survey

2. Experience & knowledge

Experience in habitat management, including heathland/woodland and other countryside management activities, including the development and delivery of site management plans/work programmes.

Knowledge of and strong commitment to conservation, countryside management, interpretation and education.

Able to undertake tree inspections and other habitat assessments. Experience of applying for and interpretation of felling licences.

Good knowledge of current countryside issues, CRoW, environmental stewardship and other legislation.

Experience of working together with government agencies and funders to deliver land management duties as prescribed, e.g. Natural England.

Experience of managing and motivating a team.

Knowledge of Health and Safety issues and ability to complete site risk assessments.

3. Skills and competencies

Care and maintenance of tools and plant machinery.

Ability to prioritise workloads, manage time efficiently, project management, work within deadlines and budgetary constraints, and utilise resources effectively.

Experienced in using MS Office software. GIS mapping software and the ability to interpret maps, plans and information.

Demonstrable high standard of customer service skills and public facing interactions.

Excellent verbal and written communication skills and proven ability to give direction and orders.

4. Personal attributes

Ability to work outside in rough terrain, in all weathers throughout the year.

Ability to work on own, when safe and appropriate, and as part of a small, dedicated team.



Ability to display a strong sense of personal integrity and create a culture which values diversity in the workplace.

Confident in dealing with conflict successfully and diplomatically.

5. Other

Able to work flexibly including some weekends when and if required.

Experience of working alongside volunteers, "Friend's of" and other organisations.

Knowledge of GDPR procedures and guidance.

Full clean driving licence.