

Ranger – Recruitment Pack



This pack includes the following:

- Recruitment Timetable
- Key Terms & Conditions of Employment
- Job Description
- Person Specification
- Overview of Parish Council & Croxley Green



Recruitment Timetable

<i>Stage</i>	<i>Date</i>
Closing date for applications	Friday 10 September 2021
Selected applicants advised by telephone	by Tuesday 14 September 2021
Interviews	Week commencing September 20
Intended starting date	Monday 11 October 2021 or earlier

What We Offer

Salary:	NJC Scale 4 SCP 7-11, £20,092 - £21,748 + London Allowance (£898) Progress up the incremental scale depends on review and successful performance in the post.
Working Week:	37 hours per week and including attendance at council events as required including occasional weekends. Reasonable notice will be given ahead of evening and weekend work.
Annual Leave:	23 working days rising to 25 days after 5 years' service plus UK bank holidays.
Pension:	Compulsory pension scheme with option to join Local Government Pension Scheme.
Training:	The Council will support you to undertake the training required for the role, as necessary. Staff are continually encouraged to enhance their skills and knowledge.
Location:	Based at the Council Offices, Community Way, Croxley Green, Rickmansworth, Hertfordshire, WD3 3SU.

Application forms can be found on the Council's website at www.croxleygreen-pc.gov.uk and at the Parish Council Office. Candidates may contact the Clerk, Ryan Bennett, for a pre-application conversation to discuss the role and any questions they may have.

About the Job

Job Title:	Ranger
Hours of work:	37hours (07.30am to 4.30pm) less 1hour for lunch Monday to Thursday; 07.30 to 12.30pm Friday
Base:	The Council Offices, Community Way, Croxley Green, Rickmansworth, Herts, WD3 3SU
Responsible to:	Senior Ranger or in his absence the Clerk to the Council or in his absence the Administrative Officer.
Working with:	Senior Ranger

Summary of Job

- To work with the Senior Ranger on the day to day groundworks and maintenance of The Green, Stones Orchard, rights of way (whether adopted or not), hedgerows, Croxley Hall Woods and other sites within the boundary of the Parish Council;
- To assist in ensuring the serviceability of all vehicles and equipment used in undertaking the necessary groundworks and maintenance duties;
- To assist in contributing to any partnership working and community initiatives as agreed by the Parish Council.

Duties

1. To assist in delivering the Council's annual ground's maintenance work schedule.
2. To assist in maintaining the Green and Stones Orchard in accordance with the Ground Maintenance Contract between the Parish Council and Three Rivers District Council.
3. To assist in inspecting rights of way/footpaths (whether adopted or not) within the Parish, including Croxley Hall Woods, and to undertake all necessary works to footpaths, hedgerows and surrounding area to maintain them in good order, accessible to the public and free from litter.
4. To assist in ensuring that all open spaces for which the Parish Council are responsible are free from litter and to regularly empty the litter bins in these areas.
5. To assist in maintaining the litter bins, seats and benches for which the Parish Council are responsible and report any damage to the Clerk.
6. To inspect the Multi-Sports Court (MSC) in Barton Way Recreation Ground and report any damage and ensure the MSC is free from any litter or debris.
7. To assist in carrying out ground maintenance work and plant out such areas as the Parish Office, the horse trough and the Parish Council's Welcome Signs.
8. If Certificate of Competence held, to apply pesticides in a proficient way.

9. To obtain plants, shrubs, bulbs and trees by agreement with the Clerk.
10. To advise the Clerk on any damaged street furniture, notices (including missing public footpath signs), inoperative street lighting and any other obvious defects to street furniture within the Parish boundary.
11. To develop and maintain good relationships with key people in the Parish such as the Police, Police Community Support Officers, Public Officials and residents of the area. To act as an ambassador for and direct link to the Council and treat residents in a respectful manner.
12. To develop and attend events staged and supported by the Council.
13. To assist in ensuring that all the Council vehicles, equipment and tools are maintained in a good state of repair and serviceable at all times through regular checks and servicing.
14. Follow appropriate codes of practice for good health and safety procedures as laid down by the Health and Safety Executive and the Parish Council.
15. Undergo any identified training needs.
16. Carry out any other reasonable duties as may be directed by the Senior Ranger, the Clerk to the Council or in his absence by the Administrative Officer.

Person Specification

Attribute	Essential	Desirable
Education	<p>Basic qualifications in English and Maths.</p> <p>Principles of Manual Handling.</p>	<p>Qualifications in arboriculture or horticulture.</p> <p>Handling of pesticides.</p> <p>First Aid at Work.</p> <p>Certificate of competence in brushwood chipper operations.</p> <p>Certificate of competence in tractor driving.</p> <p>Certificate of competence in chainsaw operation and maintenance.</p> <p>Certificate of competence in strimmer and hedgecutter operation.</p>
Experience and knowledge	<p>Knowledge in groundworks and horticulture or willingness to learn</p>	<p>Working in the community.</p> <p>Knowledge of rights of way.</p> <p>Familiarity with local government.</p> <p>Use of tractor and grass cutting equipment</p> <p>Maintenance of green spaces.</p> <p>Knowledge of workplace health and safety principles</p>
Skills	<p>Hold full, clean driving licence.</p>	<p>Driving licence to include towing a trailer.</p> <p>Ability to easily identify plants, shrubs, and trees.</p>



An understanding of environmental issues.

Ability to work with minimum supervision and follow agreed work schedules.

Other Characteristics

Able to easily get to Croxley Green by your own or public transport.

Willingness to participate in community initiatives with the general public.

A desire to improve the local environment.

Fitness to carry out the physical elements of the role.

Available, with reasonable notice, to work occasional evenings and weekends.

Willing to undertake relevant training (funded by the Council and during the working week) as needed.



Overview of the Parish Council & Croxley Green

The Council

Croxley Green Parish Council was formed in 1986 is an autonomous elected body with discretionary powers and duties laid down by Parliament to represent the community and to provide services for it.

The Parish Council area is situated within the boundaries of Three Rivers District Council. Croxley Green is divided into two electoral wards. The two wards are:

- Dickinsons Ward (8 Members) – electorate 5151 (May 2021);
- Durrants Ward (8 Members) – electorate 5080 (May 2021);

making a total of sixteen Councillors.

Historically the Parish Council has resolved to work on a “non-political” basis.

The next elections will be in May 2023.

The Parish Council has a full time staff of 4 people – The Clerk, an Administrative Officer, Senior Ranger, and a Ranger (Vacancy).

The Council’s website at <https://www.croxleygreen-pc.gov.uk/index.php> contains a great deal of information about the Council, its aspirations and its activities.

As well as the full Council, there are four standing committees:

- Leisure, Events & Environment
 - Including a Litter-Reduction Sub-Committee
- Finance & Administration
- Planning & Development
- HR & Compliance

The Place

Croxley Green is a compact settlement lying between Watford (to the north east) and Rickmansworth (to the south west) and bounded by the river valleys of the Chess and the Colne, with the dip slope of the Chiltern Hills to the north west.

Croxley Green has been described in the Neighbourhood Plan, which was adopted following a public referendum in December 2018. Copies of the Plan, its appendices, and supporting documents can be found on the Council’s website under Information / Planning & Development at <https://www.croxleygreen-pc.gov.uk/index.php/information/planning-development/neighbourhood-plan>.

The Neighbourhood Plan and its Appendices give a fairly detailed account of Croxley Green in terms of the:

- Natural environment;
- History;



- Character and Heritage;
- Population;
- Housing stock, tenure and households;
- Education and employment;
- Vehicle ownership, travel to work and transport;
- Roads and traffic.

The Neighbourhood Plan describes the various Character Areas within the Parish, and sets out land use planning policies and related aims for the Parish.

The Council has, with the Croxley Green Residents Association and Hertfordshire County Council, jointly sponsored the Croxley Green History Project. The website at <http://www.croxleygreenhistory.co.uk/> is an extensive mine of historical information, records and anecdotes about the local community.

Property & Facilities

The Parish Council owns a small area of woodland (approx. 2 acres), Weston Wood, acquired in 2017. The site forms the north-eastern part of Croxley Green's second Village Green, otherwise known as Buddleia Walk, and has access points from Mill Lane via a bridle-way, from steps by Common Moor Lock and Footpath 11 which runs behind Frankland Road.

The Parish Council also owns a small building sited adjacent to the Community Way car park known as "The Depot".

The Council's offices are in a temporary building which has reached the end of its anticipated life (25 years) and is sited on land rented from Three Rivers District Council.

The Council manages and maintains a village green and an adjacent ancient orchard, known as Stone's Orchard, under contract to Three Rivers District Council, which is the landowner.

Financial Reporting

The Parish Council publishes its Annual Accounts on the Council's website at <https://www.croxleygreen-pc.gov.uk/index.php/council/accounts>. The accounts are published in three different categories, the

- Annual Accounts for the year shown,
- Budget for the appropriate year shown and
- Monthly Accounts.

The Council's financial year starts on 1 April (Month 1) each year and finishes on 31 March of the next year (Month 12).

Information on Public Transport

The nearest station is Croxley on the TfL London Underground Metropolitan Line.



There are also stations nearby at Rickmansworth (Metropolitan Line and National Rail Chiltern Line Marylebone to Aylesbury) and Watford Junction (National Rail West Coast main line, London Euston to Birmingham and points north)

There are regular bus services between Watford and Rickmansworth that pass through the centre of Croxley Green, in particular the Arriva Bus services 320 and 520.

There is also an hourly express bus service from Heathrow to Harlow Arriva service 724 which passes through Croxley Green (alight at Croxley station).