

Senior 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

Stage	Date
Closing date for applications	Wednesday 21 July 2021
Selected applicants advised by telephone	by Friday 23 July 2021
Interviews	27 July & 11 August 2021
Successful applicant advised by telephone	by 5pm Thursday 12 August 2021
Intended starting date	Tuesday 31 August 2021

What We Offer

Salary:	NJC Scale 5 SCP 12-17, £22,183 - £24,491 + London Allowance (£898) Progress up the incremental scale depends on review and successful performance in the post.
Working Week:	37 hours per week to include evening attendance at Leisure, Events & Environment Committee meetings and other 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 suitable training 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:	Senior Ranger
Salary Scale:	NJC Scale 5 SCP 12-17, £22,183 - £24,491 + London Allowance (£898) Progress up the incremental scale depends on review and successful performance in the post.
Hours of work:	37 hours per week to include evening attendance at Leisure, Events & Environment Committee meetings (every other month) and other events as required including occasional weekends.
Responsible to:	The Clerk to the Council or another delegated person in his absence, as advised from time to time.
Direct Staff:	Ranger

Summary of Job

- Responsible for managing and delivering day to day groundworks and maintenance of The Green, Stone's Orchard, Weston Wood, rights of way, hedgerows and other sites/works within the boundary of the Parish Council.
- Responsible for all items held in stock for use in groundworks.
- Responsible for the serviceability of all vehicles and equipment used in undertaking the necessary groundworks and maintenance duties.
- Responsible for the activities, Welfare and Health & Safety of any other Ranger in the Councils employ.

Duties

1. To manage and deliver the Council's Annual Grounds Maintenance Work Schedule (available on the Parish Council website) and develop new initiatives and projects for the Council.
2. To manage and deliver maintenance of The Green and Stones Orchard, in accordance with the Ground Maintenance Contract between the Parish Council and Three Rivers District Council, and any other land or areas which the Parish Council has responsibility for.
3. To inspect rights of way/footpaths (whether adopted or not) within the Parish and to undertake all necessary works to the footpaths, hedgerows, and surrounding area to maintain them in good order, accessible to the public and free from litter.
4. To ensure 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 maintain the litter bins, seats, benches, and any other structures for which the Parish Council are responsible, report any damage to the Clerk and develop a

reparation programme as appropriate.

6. To inspect the Multi-Sports Court in Barton Way Recreation Ground and report any damage to fencing, equipment and surfacing, undertake immediate temporary repairs as necessary.
7. With the agreement of the Clerk, to obtain any necessary quotes for:
 - a. Any required reparation works.
 - b. New works projects.
 - c. Plants, shrubs, bulbs, and trees.
8. 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 and develop a reparation programme as appropriate.
9. Liaise with the District Council and Contractors as advised by the Clerk to ensure that contractual arrangements are adhered to.
10. Develop and maintain good relationships with key people in the Parish such as the residents of the area, Councillors, Police Community Support Officers. You will act as an ambassador for and a direct link to the Council and regardless of provocation you will, always, treat residents in a civil and respectful manner. You will also manage dedicated Croxley Green Parish Ranger social media pages.
11. To manage and supervise the activities, Welfare and Health & Safety of any other Ranger in the Council's employ including recommending and supervising any necessary training requirements.
12. To ensure that all the Council vehicles, equipment and tools are always maintained in a good state of repair and serviceable through regular checks and servicing and obtain any necessary quotes for reparation work.
13. Follow appropriate codes of practice for good health and safety procedures as laid down by the Health and Safety Executive and the Parish Council.
14. To undertake general and site-specific risk assessments on the health and safety for both staff and the public on any tasks being performed.
15. To undertake any identified training needs.
16. Carry out any other reasonable duties as may be required.

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>Relevant occupational experience in groundworks and horticulture.</p> <p>Experience in managing staff and contractors.</p> <p>Maintenance of green spaces.</p> <p>Use of tractor and grass cutting equipment.</p> <p>Maintenance and servicing of machinery.</p> <p>Knowledge of workplace health and safety principles.</p>	<p>Working in the community.</p> <p>Knowledge of rights of way.</p> <p>Familiarity with local government.</p>
Skills	<p>Hold full, clean driving licence.</p> <p>Ability to easily identify plants, shrubs, and trees.</p>	<p>Driving licence to include towing a trailer.</p>



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

An understanding of environmental issues.

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 (Vacancy), and a Ranger.

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).