



ADUR & WORTHING
COUNCILS
Environmental Services

Job Description

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	<p><u>Internal</u></p> <ul style="list-style-type: none">1) Colleagues in Parks and Foreshore2) Colleagues in other departments of the Councils.3) Elected Members <p><u>External</u></p> <ul style="list-style-type: none">1) General public (park and service users)2) Park Friends Groups3) Community Groups4) Other Government Departments5) Contractors6) Suppliers
Meetings Attended On A Regular Basis	Friends Groups and Community Group Meetings Departmental Team Meetings

Principle Purpose of Job (role summary)

The role of the postholder is to carry out all operational management of the Parks, Open Spaces and Foreshore and at the same time ensuring that they are safe and well maintained for people to access and enjoy.

The postholder will be expected to help ensure that our green spaces are properly promoted and are therefore well used by tourists and local residents working proactively with local people, key stakeholders contractors, elected members and other agencies in the development and implementation of initiatives that improve our local environment, benefiting our parks within Adur and Worthing

Main Responsibilities, Duties, and Duties of Postholder

1. To deliver an excellent high quality Park and Foreshore service ensuring that our parks, play areas outdoor gyms are welcoming, clean and safe to access.
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 keeping our parks and open spaces safe by carrying out inspections as part of a programme of works 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 support and manage the processes of unauthorised occupation of council land including liaison with legal services and third party organisations including the removal of unattended equipment and belongings.
12. To support the events team in delivering events and carrying out inspections for example inspecting fairgrounds and pre and post site inspections.
13. To be active in providing day to day support to the management of allotments and self-managed allotment groups.
14. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
15. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.

16. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
17. Promote the service and Council positively at all times.
- 18 . Attendance at evening meetings and working at weekends on a team rotational shift pattern.
19. Postholder to be available to work a shift rota working one weekend in four

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. 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.